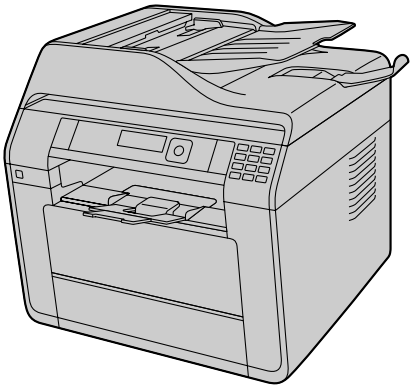
Panasonic

Operating Instructions



Multi-Function Printer

Model No. **KX-MB2235HK**
KX-MB2235TW
KX-MB2545HK
KX-MB2545TW

For descriptions with a (☞) mark, see "☞ List of available features and equipment" on page 3 for availability.

- **Do NOT connect the unit to a computer with the USB cable until prompted to do so during the setup of Multi-Function Station (CD-ROM).**

Thank you for purchasing a Panasonic product.

Caution:

- **Do not rub or use an eraser on the printed side of the recording paper, as the print may smear.**

Notice for product disposal, transfer, or return (fax or LAN supported models only) (☞):

- This product can store your private/confidential information. To protect your privacy/confidentiality, we recommend that you erase the information from the memory before you dispose of, transfer or return the product (feature #159 on page 74).

Environment:

- Panasonic's strategic direction incorporates concern for the environment into all aspects of the product life cycle, from product development to energy saving designs; from greater product reusability to waste-conscious packaging practices.

Note:

- The suffix in the model number will be omitted in these instructions.
- Current model availability depends on country/area.
- Most illustrations shown in these instructions are based on a KX-MB2235.
- To use the unit with a computer, this operating instructions explains the steps for Windows® 7, Windows Vista® and Windows® XP.
- To use the unit with Windows® 8, it is recommended to operate a computer in Desktop mode. In order to use Multi-Function Station, open the Start screen and start Multi-Function Station. When configuring or confirming the settings of the computer, open the Desktop screen and perform necessary procedures.
- The screenshots and screen messages shown in these instructions may differ slightly from those of the actual product.
- Software features and appearance are subject to change without notice.

Trademarks:

- Microsoft, Windows, Windows Server, Windows Vista, Internet Explorer and PowerPoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
- Pentium is a trademark of Intel Corporation in the U.S. and other countries.
- Adobe and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- Avery is a registered trademark of Avery Dennison Corporation.
- Mac, OS X and Bonjour are trademarks of Apple Inc., registered in the U.S. and other countries.
- All other trademarks identified herein are the property of their respective owners.

Copyright:

- For HK models
  This material is copyrighted by Panasonic System Networks Co., Ltd., and may be reproduced for internal use only. All other reproduction, in whole or in part, is prohibited without the written consent of Panasonic System Networks Co., Ltd.
- For TW models
  This manual is copyrighted by Panasonic Marketing Sales Taiwan CO., Ltd. (PMST). Under the copyright laws, this manual may not be reproduced in any form, in whole or part, without the prior written consent of PMST.

© Panasonic System Networks Co., Ltd. 2013

☞ List of available features and equipment

The following features and equipment may not be available for your unit. For explanations with a (☞) mark, see the following table to determine whether your unit has a particular feature or piece of equipment.

■ **Fax features**

Feature	KX-MB2235	KX-MB2545
Fax	●	●
Caller ID	●	●
Internet fax	—	●
Broadcast	●	●

■ **Network features**

Feature	KX-MB2235	KX-MB2545
LAN	●	●

■ **Supplied software**

Feature	KX-MB2235	KX-MB2545
OCR	—	●*4
PCL driver	●	●

■ **Equipments**

Equipment	KX-MB2235	KX-MB2545
LCD backlight	—	●
USB port for memory device	—	●
Automatic document feeder (ADF)	●	●*1
Manual tray*2	●	—
Multi-purpose tray*3	—	●
Lower input tray (optional)	—	●

*1 2-sided scanning is supported.
*2 It can hold 1 sheet at a time.
*3 It can hold up to 50 sheets at a time.
*4 HK models only

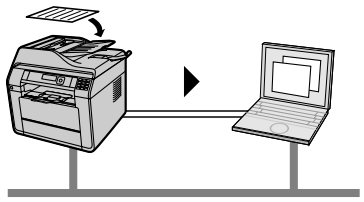
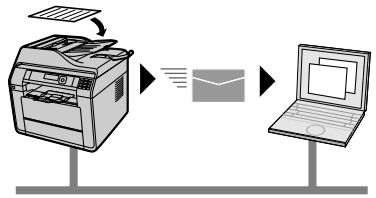
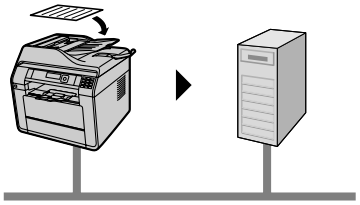
Feature highlights when using a computer

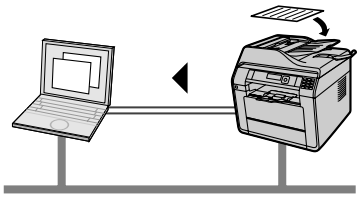
Connecting the unit to a computer and a network allows you to use convenient features for scanning and fax sending/ receiving.

LAN

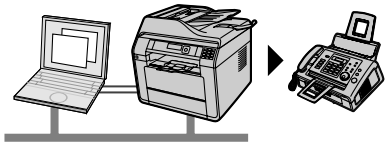
USB

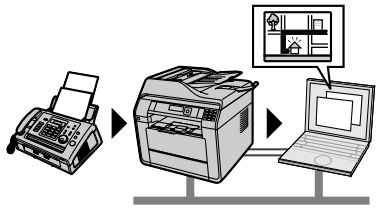
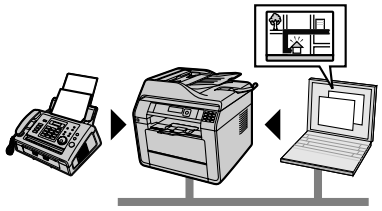
■Scan features

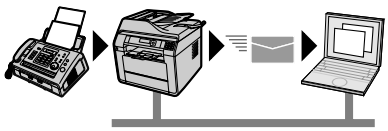
Push scan	
Scan to a computer 	You can scan the document from unit and then send it to a computer (page 42). The following scanning modes can be selected: – View using Multi-Function Viewer (Scan to Multi-Function Viewer). – Save as a file to your computer (Scan to save as a file). – Activate the default email software on your computer, and then attach the scanned image as a file (Scan to email). – Open the scanned image using OCR software (Scan to OCR).
Scan to email address (LAN supported models only) (☞) 	You can send the document as an attached file to an email destination directly from the unit (page 42). To activate this feature, set the following beforehand: – Program the email server settings (page 98). – Register the email destinations (page 100).
Scan to FTP server/SMB folder (LAN supported models only) (☞) 	**Scan to FTP server:** You can send the scanned document to an FTP server (page 42). To activate this feature, set the following beforehand: – Program the FTP server settings (page 97). **Scan to SMB folder:** You can send the scanned document to an SMB folder (page 42). To activate this feature, set the following beforehand: – Program the SMB folder settings (page 97).

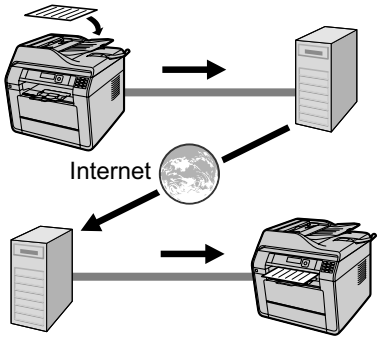
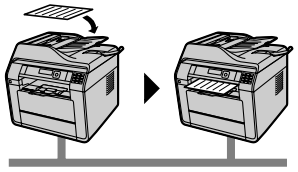
Pull scan	
Scanning from a computer 	You can scan the document from a computer (Pull scan) (page 44). The following applications can be used: – Multi-Function scan application (page 44) – Multi-Function Viewer (page 44) – Other applications that support TWAIN or WIA scanning (page 44)

■**Fax features (☞)**

Sending faxes	
PC fax sending 	You can send an electronic document as a fax message from your computer. For details about this feature, see “9.10 Sending an electronic document as a fax message from your computer” on page 64.

Receiving faxes	
PC fax reception 	You can receive a fax document on your computer (page 65). To activate this feature, set the following beforehand: – Make sure the PC fax setting is set to **“ALWAYS”** or **“CONNECTED”** beforehand (feature #442 on page 83). – Make sure the computer setting for the PC fax reception is set beforehand (feature #443 on page 65) (LAN supported models only). (☞) – Make sure the fax preview mode is turned OFF beforehand (feature #448 on page 65) (LAN supported models only). (☞) **Note:** ● Received faxes will not be printed from the unit. ● Messages transferred to your computer will be deleted from the unit.
Web fax preview (LAN supported models only) (☞) 	You can display a received fax document in a web browser without printing, and print or save the necessary document after you confirm the image. To activate this feature, set the following beforehand: – Activate fax preview mode (feature #448 on page 65). – Set the web fax preview access code (feature #450 on page 83). – Activate the notification for fax reception (feature #451 on page 83) (recommended). The selected computer will receive a notification when the memory becomes full of received documents. **Note:** ● Received fax documents cannot be deleted from the unit. ● Make sure that you delete received fax documents as soon as you check or print them (page 66). ● If the memory is full, you cannot receive any more fax documents.

Receiving faxes	
Fax to email address (LAN supported models only) (☞) 	You can automatically transfer a received fax document (fax to email feature) to one or more email addresses. Transferred messages will not be deleted from the unit. To activate this feature, set the following beforehand: – Set the unit to FAX ONLY mode (page 60). – Activate fax to email address (feature #452 on page 83). – Program the email server settings (page 98). – Register email destinations (recommended) (page 100). – Set fax to email destinations (page 97). **Note:** ● We recommend that you activate PC fax reception and keep your computer turned on, preventing the unit from running out of paper, memory, etc. For details about this feature, see page 66.

Internet (Email) fax (☞)	
①Via email server  **②Direct SMTP** 	**①Send or receive the document via email server** You can send or receive the document as an attachment to an email message (page 66). **To send the document via email server**, set the following beforehand: – Program the email server settings for Internet fax (page 99). – Register email address destinations (page 100) (recommended). **To receive the document via email server**, set the following beforehand: – Program the email server settings for Internet fax (page 99). – Program the POP timer setting (feature #428 on page 81). **②Send or receive the document directly to another unit that supports Internet fax (Direct SMTP)** If the other unit supports Direct SMTP, you can send or receive the document directly, without using an email server (page 66). To activate this feature, set the following beforehand: – Activate the direct SMTP setting (feature #425 on page 81). – Enter email address (from) in the email server settings for Internet fax (page 99). – Register email address, etc. (page 100).

For your safety (emergency processing method)

Laser radiation

CLASS 1 LASER PRODUCT

- The printer of this unit utilises a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Laser diode properties
Laser output : Max. 10 mW
Wavelength : 760 nm - 800 nm
Emission duration : Continuous

LED light

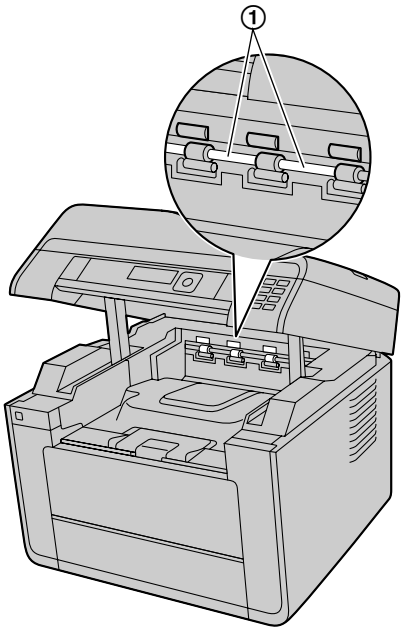
CLASS 1 LED PRODUCT

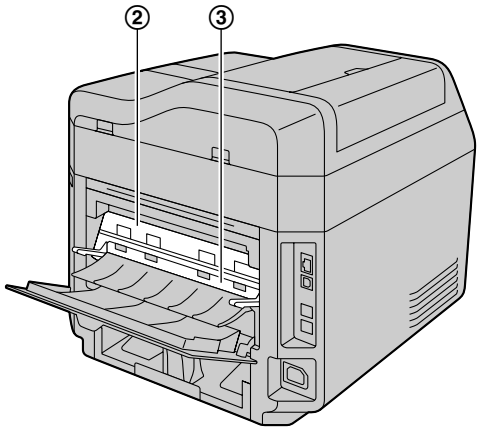
- When using the unit, do not look directly at the CIS's LED light. Direct eye exposure can cause eye damage.

CIS's LED light properties
LED radiation output : Max. 1 mW
Wavelength :
Red : 630 nm typical
Green : 520 nm typical
Blue : 465 nm typical
Emission duration : Continuous

Recording paper exit rollers and fuser unit

- During or immediately after printing, near the recording paper exit roller shaft (①) and fuser unit (②) gets hot. This is normal. Do not touch it.





Note:

- The area near the rear cover (③) may also get warm. This is normal.

For best performance

Toner cartridge and drum cartridge

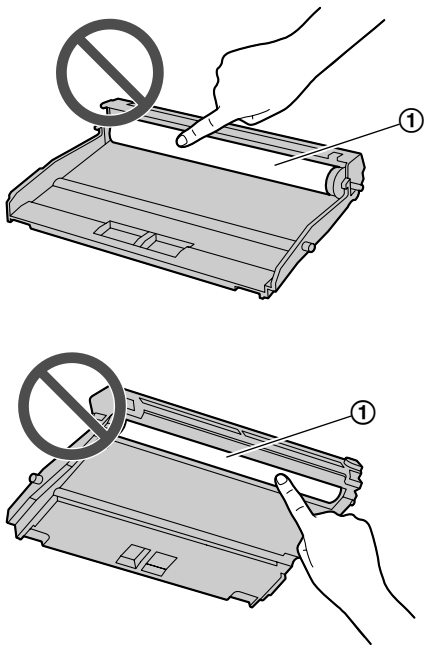
- When replacing the toner cartridge or drum cartridge, do not allow dust, water, or liquids to come in contact with the drum. This may affect print quality.
- For optimal performance, genuine Panasonic toner cartridges and drum cartridges are recommended. We cannot be responsible for problems that may be caused by a non-Panasonic toner cartridge or drum cartridge:
  - Damage to the unit
  - Poor print quality
  - Improper operation

Toner cartridge

- Do not leave the toner cartridge out of the protective bag for a long time. It will affect the printing quality.

Drum cartridge

- Read the instructions on page 18 before you begin installation of the drum cartridge. The drum cartridge contains a photosensitive drum. Exposing it to light may damage the drum.
  - Do not expose the drum cartridge to light for more than 5 minutes.
  - Do not touch or scratch the drum surface (①).



  - Do not place the drum cartridge near dust or dirt, or in a high humidity area.
  - Do not expose the drum cartridge to direct sunlight.
- To extend the life of the drum cartridge, the power should never be turned OFF immediately after printing. Leave the power turned ON for a minimum of 30 minutes after printing.

Location

- To avoid malfunction, do not position the unit near appliances such as TVs or speakers which generate an intense magnetic field.

Static electricity

- To prevent static electricity damage to the interface connectors or other electrical components inside the unit, touch a grounded metal surface before touching the components.

Environment

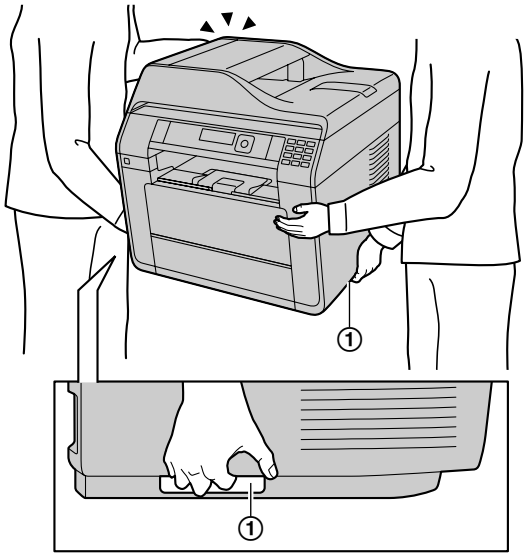
- Keep the unit away from electrical noise generating devices, such as fluorescent lamps and motors.
- The unit should be kept free from dust, high temperature and vibration.
- The unit should not be exposed to direct sunlight.
- Do not place heavy objects on top of the unit. When you leave the unit unused for a long period of time, unplug this unit from the power outlet.
- The unit should be kept away from heat sources such as heaters, kitchen stoves, etc. Damp basements should also be avoided.
- Do not use this unit in places where the unit is subject to direct air from air-conditioners, ventilators, etc. The inside of the unit may become too warm, and cause the unit to deform.
- Do not poke the unit with a sharp object such as a pen. The area around the display is especially smooth and sensitive to scratches or rips in the smooth sheet.
- Do not cover slots or openings on the unit. Inspect the air circulation vents regularly and remove any dust build-up with a vacuum cleaner (①).

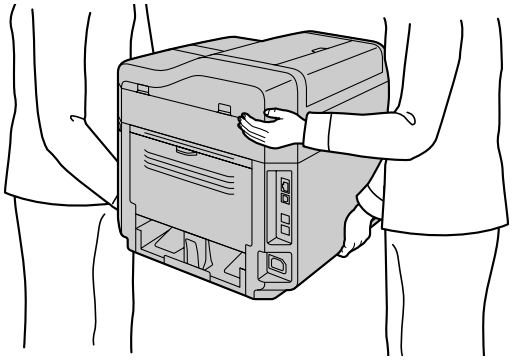
Routine care

- Wipe the outer surface of the unit with a soft cloth. Do not use benzine, thinner, or any abrasive powder.

Moving the unit

The unit is heavy. It is highly recommended that two people handle this unit. When moving the unit, hold both of the side grips (①).





Important:

- **Do not carry the lower input tray and the unit together. (☞)**

Illegal copies

- **It is unlawful to make copies of certain documents.**
  Copying certain documents may be illegal in your country/area. Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy in your country/area.
  - Currency
  - Bank notes and cheques
  - Bank and government bonds and securities
  - Passports and identification cards
  - Copyright material or trademarks without the consent of the owner
  - Postage stamps and other negotiable instruments

  This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Notice:

- Install your machine near a supervised area to prevent illegal copies from being made.

1. Introduction

Accessories

1.1 Supplied accessories 12
1.2 Accessory information 13

Finding the Controls

1.3 Button descriptions 14
1.4 Overview 16

2. Installation

Installation

2.1 Toner cartridge and drum cartridge 18

3. Preparation

Connections and Setup

3.1 Connections 21
3.2 Turning the power ON/OFF 22
3.3 Selecting the operation mode 22

Volume

3.4 Adjusting the volume (Fax supported models only) ☞ 23

Initial Programming

3.5 Initial programming of the unit 23

Configuring the Network Access

3.6 Configuring the unit to access the LAN ☞ 24
3.7 Required computer environment 25

Installing and Starting Software

3.8 Installing software (including printer, scanner and other drivers) 25
3.9 Starting Multi-Function Station 27

4. Recording Paper and Documents

Recording Paper

4.1 Recording paper 29

Documents

4.2 Document requirements 34
4.3 Setting documents 35

5. Printer

Printer

5.1 Printing from Windows applications 37
5.2 Easy Print Utility 39
5.3 Direct printing from a USB memory device ☞ 40

6. Scanner

Scanner

6.1 Scanning from the unit (Push Scan) 42
6.2 Scanning from a computer (Pull Scan) 44

7. Copier

Copy

7.1 Making a copy 45
7.2 More copying features 46

8. Telephone Number and Email Address

Character Entry

8.1 Character entry (Fax or LAN supported models only) ☞ 53

Storing, Editing and Erasing Items

8.2 Storing telephone number and email address in the address book 55
8.3 Editing and erasing a stored item 55
8.4 Programming items into the broadcast memory ☞ 55

9. Fax

Sending Faxes

9.1 Availability of the fax feature 57
9.2 Basic procedure for sending a fax 57
9.3 Sending the same document to pre-programmed parties (Broadcast transmission) 58

Receiving Faxes

9.4 Selecting the way to use your unit 59
9.5 Receiving a fax automatically : Auto answer ON 60
9.6 Receiving a fax manually : Auto answer OFF 61
9.7 Using the unit with an answering machine 62
9.8 Receive polling (retrieving a fax placed on another fax machine) 63
9.9 Junk fax prohibitor (preventing fax reception from undesired callers) 63

Advanced Fax Features

9.10 Sending an electronic document as a fax message from your computer 64
9.11 Receiving a fax on your computer 65
9.12 Web fax preview (LAN supported models only) ☞ 65
9.13 Transferring faxes to email address (LAN supported models only) ☞ 66
9.14 Internet fax ☞ 66

10. Caller ID

Caller ID

10.1 Availability of the Caller ID feature 68
10.2 Caller ID service 68
10.3 Viewing and calling back using caller information 69
10.4 Editing a caller's telephone number before calling back/storing 69
10.5 Erasing caller information 69
10.6 Storing caller information 69

11. Distinctive Ring (Fax supported models, TW models only)

Distinctive Ring

11.1 Distinctive Ring service 70

11.2 Using two or more phone numbers on a single telephone line 70
11.3 Using three or more phone numbers on a single telephone line 70
11.4 Programming the ring pattern assigned for fax 70

12. Duplex Ring (Fax supported models, HK models only)

Duplex Ring
12.1 Using with the ring detection feature 71

13. Programmable Features

Features Summary
13.1 Programming from the unit 72
13.2 Programming through a web browser (LAN supported models only) ☞ 96

14. Useful Information

Useful Information
14.1 Status of the unit 101
14.2 Reference lists and reports 101
14.3 Ecology mode 102
14.4 Cancelling the operations 102
14.5 Mode restriction 103
14.6 USB Memory device ☞ 104

Option
14.7 Lower input tray (optional) ☞ 105

15. Help

Reports and Displays
15.1 Report messages (Fax supported models only) ☞ 107
15.2 Display messages 109
15.3 Network status codes (LAN supported models only) ☞ 114

Troubleshooting
15.4 When a function does not work 115

16. Paper Jams

Jams
16.1 Recording paper jam 125
16.2 Document jams (Automatic document feeder) ☞ 129

17. Cleaning

Cleaning
17.1 Cleaning the white plates and glass 131
17.2 Cleaning the document feeder rollers ☞ 132
17.3 Cleaning the recording paper feeder rollers of the multi-purpose tray ☞ 132
17.4 Cleaning the pickup rollers 133
17.5 Cleaning the drum cartridge 133

18. General Information

Specifications
18.1 Specifications 135

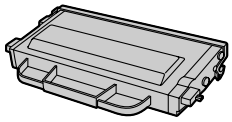
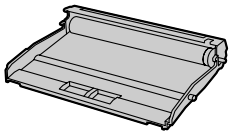
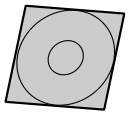
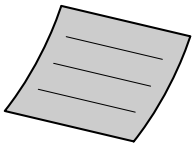
Copyrights
18.2 Information of copyrights and licences 142

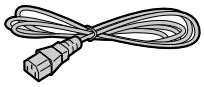
Chinese Pronunciation Chart
18.3 Chinese pronunciation chart (TW models only) 149

19. Index

19.1 Index.....150

1.1 Supplied accessories

Models	① Toner cartridge (starter)*1	② Drum cartridge (pre-installed inside the unit)	③ CD-ROM (including driver for printer etc.)	④ Quick installation guide
				
KX-MB2235	●*2	●	●	●
KX-MB2545	●*3	●	●	●

Models	⑤ Important information guide	⑥ Power cord	⑦ Telephone line cord
			
KX-MB2235	●	●	●
KX-MB2545	●	●	●

*1 When using the unit for the first time, please use the starter toner cartridge.
*2 Prints approximately 1,000 pages in accordance with ISO/IEC 19752 standard page.
*3 Prints approximately 2,000 pages in accordance with ISO/IEC 19752 standard page.

Note:

- Save the original carton and packing materials for future shipping and transportation of the unit.
- After unpacking the product, take care of the packing materials and/or power plug cap appropriately.
- The pictures and illustrations in these instructions may vary slightly from the actual product.

1.2 Accessory information

■ Replacement accessory

To ensure that the unit operates properly, we recommend the use of Panasonic toner and drum cartridges.

For KX-MB2235/KX-MB2545

Accessory	Model No. (Part No.)	Approximate yield (pages)
Toner cartridge	KX-FAT421H	2,000*1
	KX-FAT430H	3,000*1
	KX-FAT431H	6,000*1
Drum cartridge	KX-FAD422H	18,000

*1 Declared yield value is in accordance with ISO/IEC 19752. Actual yields may vary based on types of images printed and other factors.

■ Optional accessory

For KX-MB2545

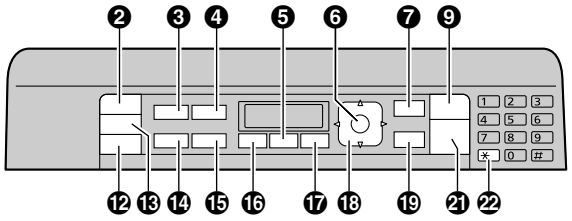
Accessory	Model No. (Part No.)
Lower input tray	KX-FAP107

- We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of a non-Panasonic toner and drum cartridges.

Note:

- ISO/IEC 19752 standard is as follows:
  - Environment: 23 ± 2 °C / 50 ± 10 % RH
  - Print mode: Continuous printing

1.3 Button descriptions



Note:

- The numbers ❶, ❽, ❿, ⓫, and ⓴ do not appear in the following table.

Buttons		Descriptions
❷	【SCAN】	To switch to the scan mode (page 22, 42).
❸	【QUALITY】	To select the contrast (page 45) and resolution (page 45) when copying.
	【QUALITY】*1	To select the contrast (page 57) and resolution (page 57) when sending a fax.
❹	【PAGE LAYOUT】	To make copies using various page layouts (page 48).
	【E-MAIL】*2	To send or receive the Internet fax (page 66).
❺	【MONITOR】*1	To initiate dialling. When you press 【MONITOR】 while receiving a call, you will be able to hear the other party, but the other party will not be able to hear you.
❻	【SET】	To store a setting during programming.
❼	【FAX AUTO ANSWER】*1	To turn the auto answer setting ON/OFF (page 60).
❾	【⊘】(STOP)	To stop an operation or programming session.
		To erase a character/number.
⓬	【FAX】*1	To switch to the fax mode (page 22, 57).
⓭	【COPY】	To switch to the copy mode (page 22, 45).
⓮	【COPY SIZE】	To select the copy size (page 45).
	【REDIAL】*1	• **For HK models** To redial the last number dialled. If the line is busy when you send a fax, the unit will automatically redial the number 2 or more times. • **For TW models** To redial the last number dialled. If the line is busy, the unit will automatically redial the number 1 time for phone calls and 2 or more times for faxes.
	【⊘】(Pause)*1	To insert a pause during dialling.
⓯	【ZOOM】	To enlarge or reduce a document when copying (page 46).
	【FLASH】*1	To access special telephone services or for transferring extension calls.
⓰	【DUPLEX】	To make duplex copies (page 46).
		To scan or send 2-sided originals (page 42, 57).*3
⓱	【MENU】	To start or exit programming.

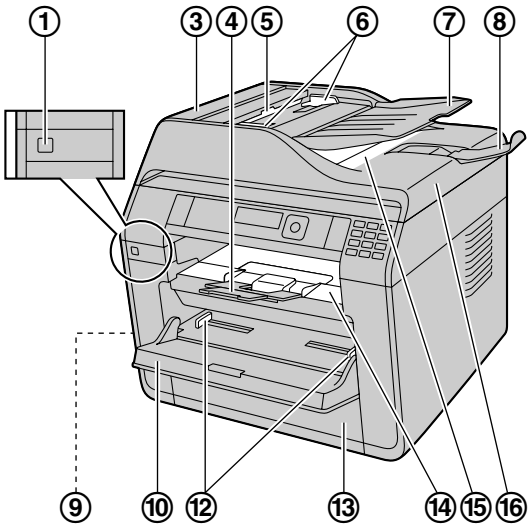
Buttons		Descriptions
⑱	**Navigator key**	To select desired settings.
		To adjust the volume (page 23).*1
	【-€】(Collate)	To make a collate copy (page 47).
	【🕮】(Address book)*1	To search for a stored item (page 57).
	【🖷】(Direct print)*4	To use the direct print features (page 40).
⑲	**【ECO】**	To turn the ecology mode setting ON/OFF (page 102).
㉑	**【◈】(START)**	To copy a document (page 45).
		To scan a document (push scan) (page 42).
		To send a fax (page 57).*1
		To send an Internet fax (page 66).*2
㉒	**【TONE】**	To change from pulse to tone temporarily during dialling when your line has rotary/pulse service.

*1 Only for models that support the fax feature. (☞)
*2 Only for models that support Internet fax. (☞)
*3 Only for models that support 2-sided scanning. (☞)
*4 Only for models with a USB port. (☞)

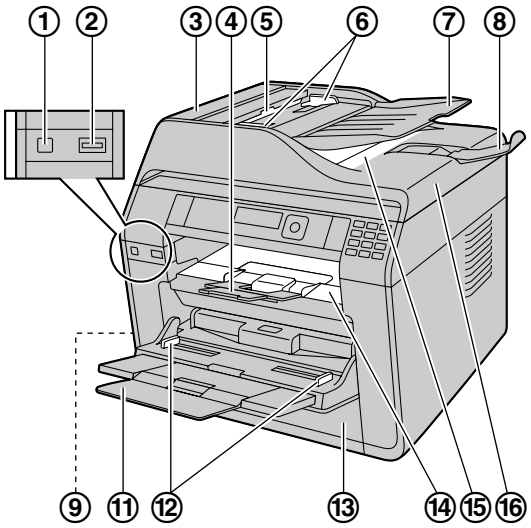
1.4 Overview

1.4.1 Front view

■ KX-MB2235

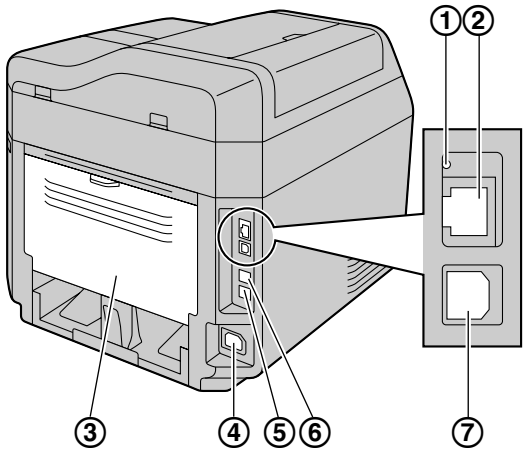


■ KX-MB2545



Parts		KX-MB2235	KX-MB2545
①	Power switch	●	●
②	USB port	—	●
③	ADF (Automatic Document Feeder) cover	●	●
④	Output tray	●	●
⑤	Document entrance	●	●
⑥	Document guides	●	●
⑦	Document tray	●	●
⑧	Document sub tray	●	●
⑨	Speaker	●	●
⑩	Manual tray	●	—
⑪	Multi-purpose tray	—	●
⑫	Recording paper guides	●	●
⑬	Standard input tray	●	●
⑭	Recording paper exit	●	●
⑮	Document exit	●	●
⑯	Document cover	●	●

1.4.2 Rear view



① LED

② LAN interface connector

- 10Base-T/100Base-TX

③ Rear cover

④ Power inlet

⑤ Telephone line jack

⑥ External telephone line jack

⑦ USB interface connector

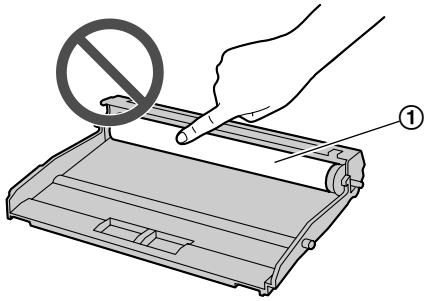
2.1 Toner cartridge and drum cartridge

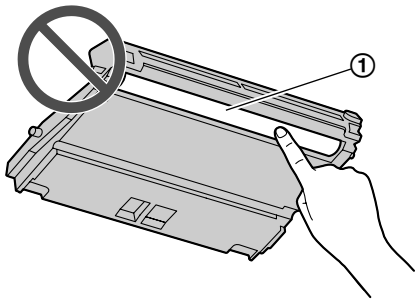
The supplied toner cartridge is a starter toner cartridge.

- When using the unit for the first time, please use the starter toner cartridge.

Caution:

- **Read the following instructions before you begin installation. The drum cartridge contains a photosensitive drum. Exposing it to light may damage the drum.**
  - **Do not expose the drum cartridge to light for more than 5 minutes.**
  - **Do not touch or scratch the drum surface (①).**



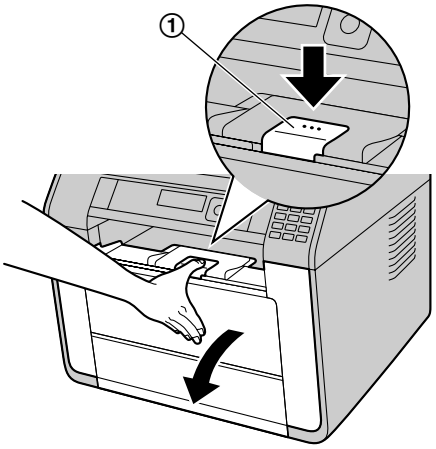


  - **Do not place the drum cartridge near dust or dirt, or in a high humidity area.**
  - **Do not expose the drum cartridge to direct sunlight.**
- **Do not leave the toner cartridge out of the protective bag for a long time. It will affect the printing quality.**
- **Do not add toner to the toner cartridge. We cannot be responsible for any damage to the unit or degradation of print quality which may occur from the use of a non-Panasonic toner cartridge and drum cartridge.**

Note:

- Close the manual tray/multi-purpose tray and output tray before opening the front cover.

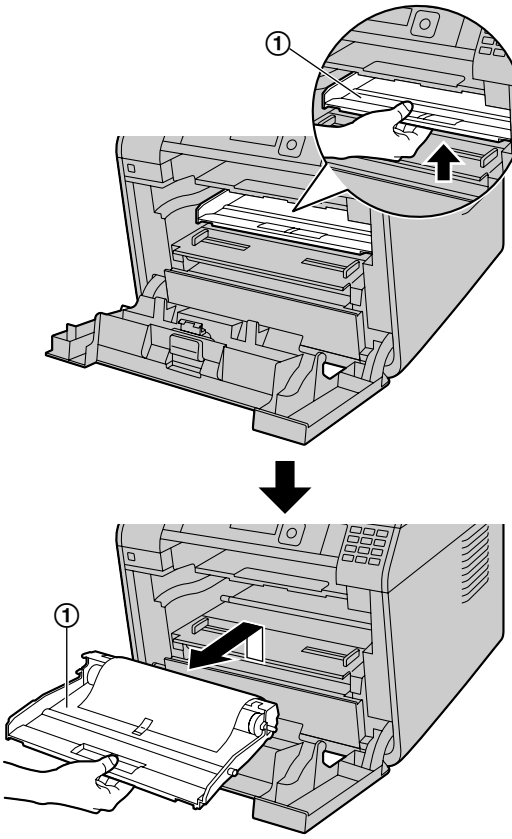
1 Press the button (①) and open the front cover.



For KX-MB2235:

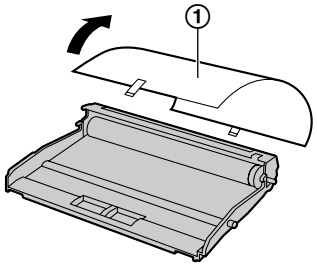
- If the unit is in sleep mode, press a key to put the unit in standby mode for the next process when replacing the toner cartridge.

2 Remove the drum cartridge (①), which is pre-installed in the unit.



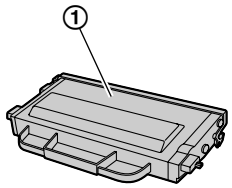
3 Remove the protective sheet (①) from the drum cartridge.

- **Do not touch or scratch the drum surface.**

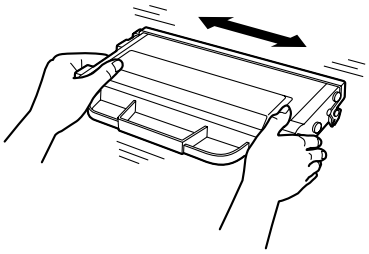


- **"PAPER JAMMED"** is displayed before the protective sheet is removed.
- After removing the protective sheet, re-install the drum cartridge and lock it into place.

4 Remove the toner cartridge (①) from the protective bag.

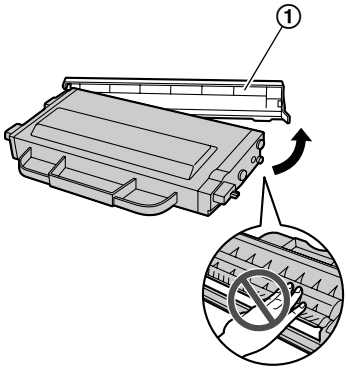


5 Shake the toner cartridge horizontally more than 5 times.

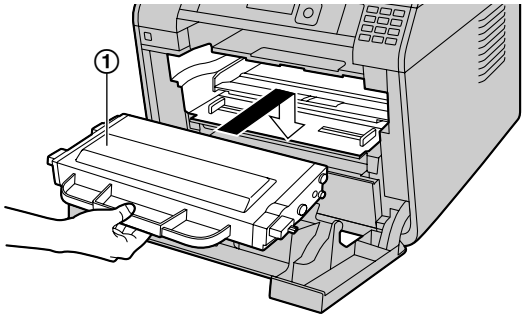


6 Detach the orange protective cover (①) from the toner cartridge.

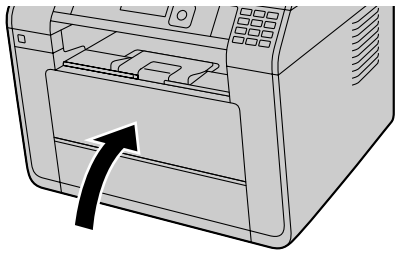
- **Do not touch the roller.**



7 Hold the toner cartridge (①) by the centre handle, then insert firmly to lock into place.



8 Close the front cover.



When to replace the toner cartridge and drum cartridge

When the display shows the following, replace the toner cartridge.

– **"TONER EMPTY"**

– **"TONER LIFE OVER"**

When the display shows the following, the toner cartridge is coming to the end of its useful life. Please be prepared to replace the cartridge soon.

– **"TONER LOW"**

– **"TONER LIFE LOW"**

When the display shows the following, replace the drum cartridge.

– **"DRUM LIFE LOW"**
– **"DRUM LIFE OVER"**

Toner cartridge life and drum cartridge life

- See page 141 for information on the toner life and drum life.
- To check the drum life and quality, please print the printer test list (page 101) and refer to page 141 for information on the drum life. If the printing quality is still poor or **"DRUM LIFE OVER"** appears on the display, replace the toner cartridge and drum cartridge.
- To maintain print quality and machine life, we recommend that you clean slots and openings (page 8) and the inside of the unit (page 131, 132) when replacing the toner cartridge and/or drum cartridge.

Note:

- To ensure that the unit operates properly, we recommend the use of **Panasonic toner cartridge and drum cartridge**. See page 13 for accessory information.

Waste disposal method

Waste material should be disposed of under conditions which meet all national and local environmental regulations.

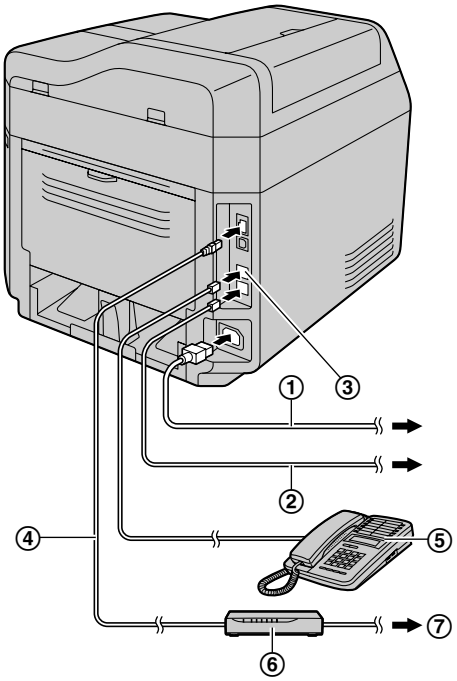
Toner save feature

If you want to reduce toner consumption, set the toner save setting to ON (feature #482 on page 78). The toner cartridge will last approximately 20 % longer. This feature may lower the print quality.

3.1 Connections

Caution:

- **When you operate this product, the power outlet should be near the product and easily accessible.**
- **Be sure to use the telephone line cord supplied with this unit (fax supported models only). (☞)**
- **Do not extend the telephone line cord (fax supported models only). (☞)**



① Power cord

- Connect to a power outlet.
  - HK models:
    220-240 V, 50/60 Hz
  - TW models:
    110 V, 60 Hz

② Telephone line cord*1

- Connect to a single telephone line jack.

③ **[EXT]** jack*1

- You can connect an answering machine or an extension telephone. Remove the stopper if attached, and take care of it appropriately.

④ LAN cable (not supplied)*2

- To assure continued emission limit compliance, use only shielded LAN cable (Category 5 (Cat-5) Ethernet cable).

⑤ Answering machine (not supplied)*1

⑥ Network router/Network hub (not supplied)*2

- Also connect networked computers.

⑦ To the Internet*2

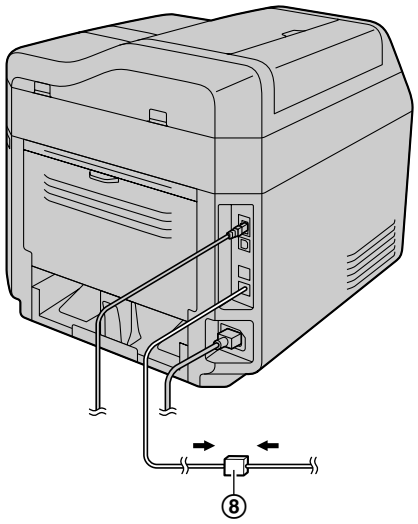
*1 Fax supported models only (☞)
*2 LAN supported models only (☞)

IMPORTANT NOTICE FOR THE USB CONNECTION

- DO NOT CONNECT THE UNIT TO A COMPUTER WITH THE USB CABLE UNTIL PROMPTED TO DO SO DURING THE SETUP OF MULTI-FUNCTION STATION (page 25).

Note:

- Do not place any objects within the following distance:
  - Right and left side: 10 cm
  - Back side: 20 cm
- Do not cover slots and openings on the unit. They are provided for ventilation and protection against overheating.
- If another device is connected to the same telephone line as this unit, you may experience unexpected problems as this unit is not designed to share a telephone line (fax supported models only). (☞)
- A telephone handset cannot be connected directly to this unit. To talk to the other party, please connect an extension telephone (fax supported models only). (☞)
- If you use the unit with a computer and your Internet provider instructs you to install a filter (⑧), please connect it as follows (fax supported models only). (☞)

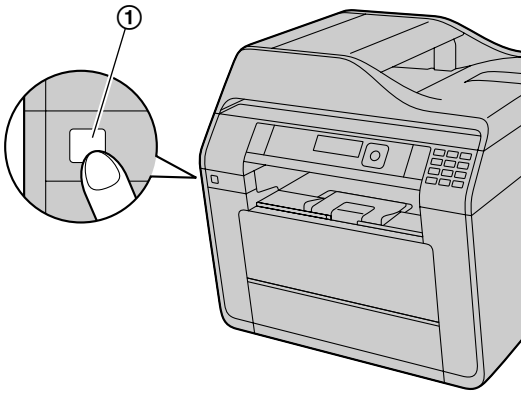


Using network router/network hub (LAN supported models only) (☞)

- We recommend using network routers/network hubs (⑥) under secure network environments. Consult your network administrator for firewall settings, etc.
- The warranty does not cover damage due to security problems or any inconveniences relating to it.

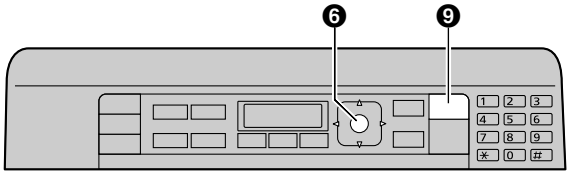
3.2 Turning the power ON/OFF

Turning the power ON



1. Press the power button (①).

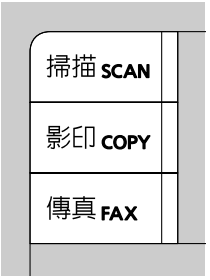
Turning the power OFF



1. Press the power button. → 【SET】(❻)
   - To cancel power OFF, press 【⏻】(❾)
   - You can also turn the power OFF by pressing the power button for about 3 seconds.

3.3 Selecting the operation mode

You can select the desired mode by pressing one of the following buttons:



– 【SCAN】: Select this mode when using the unit as a scanner (page 42).
– 【COPY】: Select this mode when using the unit as a copier (page 45).
– 【FAX】(☞): Select this mode when using the unit as a fax machine (page 57).

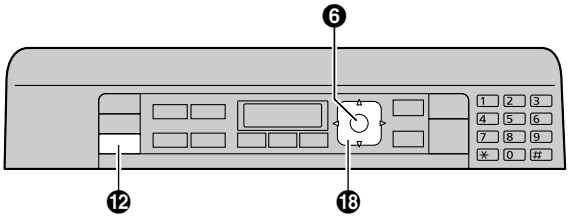
Note:

- The default operation mode is the copy mode.
- You can change the default operation mode (feature #463 on page 78) and the timer before returning to the default operation mode (feature #464 on page 78) (fax supported models only). (☞)

3.4 Adjusting the volume (Fax supported models only) ☞

Important:

- **Before adjusting the volume, set the operation mode to fax mode. If the [FAX] (⓬) light is OFF, turn it ON by pressing [FAX] (⓬).**



Ringer volume

While the unit is idle, press [▼] or [▲] (⓲).

To turn the ringer OFF

Press [▼] (⓲) repeatedly to display "RINGER OFF= OK?". → [SET] (⓰)

- The unit will not ring.
- To turn the ringer back ON, press [▲] (⓲).

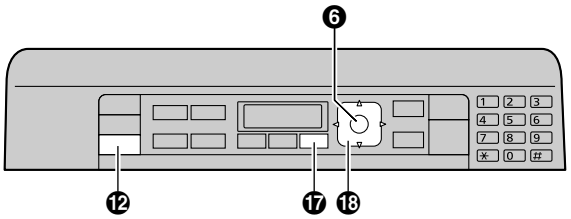
Monitor volume

While using the monitor, press [▼] or [▲] (⓲).

3.5 Initial programming of the unit

3.5.1 Date and time (Fax or LAN supported models only) ☞

We recommend setting the date and time. The other party will receive your unit's date and time as the header information.



1 [MENU] (⓱) → [#][1][0][1] → [SET] (⓰)

2 Enter the current date/month/year by selecting 2 digits for each.
Example: 3 August, 2013
[0][3] [0][8] [1][3]

3 Enter the current hour/minute by selecting 2 digits for each.
Example: 10:15 PM (12 hour clock format)
1. [1][0] [1][5]
2. Press [✱] repeatedly to select "PM".
Press [✱] repeatedly to select "AM" or "PM", or 24-hour time entry.

4 [SET] (⓰) → [MENU] (⓱)

Note:

- To check the current date and time setting, temporarily change the unit to the fax mode by pressing [FAX] (⓬) (page 22). (☞)
- Your unit's date and time will be used as the header information for the following:
  - When sending as an attached file to an email destination directly from this unit (Scan to email address) (page 42) (LAN supported models only). (☞)
  - When sending faxes (page 57).
- If the date and time is not set correctly, the other party will receive an incorrect date and time as their header. This may confuse the other party.

To correct a mistake

Press [◄] or [►] (⓲) to move the cursor to the incorrect number, and make the correction.

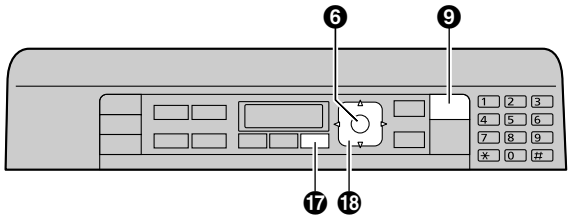
If you have subscribed to a Caller ID service

The date and time will be automatically set according to the received caller information.

- To use this feature, make sure the time adjustment is set to "AUTO" (feature #226 on page 75).
- If the time has not previously been set, Caller ID will not adjust the clock.

3.5.2 Your logo (Fax supported models only) ☞

You can program your logo (name, company name, etc.) so that it appears on the top of each page sent.



1 【MENU】(⑰) → 【#】【1】【0】【2】 → 【SET】(⑥)

2 Enter your logo, up to 30 characters (see page 53 for character entry).

3 【SET】(⑥) → 【MENU】(⑰)

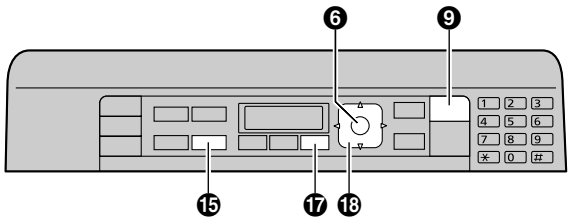
To correct a mistake

Press 【◄】or 【►】(⑱) to move the cursor to the incorrect character, and make the correction.

- To erase all characters, press and hold 【▽】(⑨).

3.5.3 Your fax number ☞

You can program your fax number so that it appears on the top of each page sent.



1 【MENU】(⑰) → 【#】【1】【0】【3】 → 【SET】(⑥)

2 Enter your fax number, up to 20 digits.
- To enter a “+”, press 【✱】.
- To enter a space, press 【#】.
- To enter a hyphen, press 【FLASH】(⑮).
- To erase a number, press 【▽】(⑨).

3 【SET】(⑥) → 【MENU】(⑰)

To correct a mistake

Press 【◄】or 【►】(⑱) to move the cursor to the incorrect number, and make the correction.

- To erase all numbers, press and hold 【▽】(⑨).

3.6 Configuring the unit to access the LAN ☞

You can use a computer connected to the LAN for some features of this unit (printer, scanner, etc.). To enable these features, you need to set the IP address, subnet mask, and default gateway in the unit.

Important:

- **Consult your network administrator when setting the IP address, subnet mask, and default gateway.**

3.6.1 Setting up automatically with a DHCP server

If your network administrator manages the network with a DHCP (Dynamic Host Configuration Protocol) server, it will automatically assign an IP (Internet Protocol) address, subnet mask, and default gateway to the unit.

1 After connecting the LAN cable to the unit and the computer, turn the power switch ON.
- The IP address, subnet mask, and default gateway will be set automatically.

2 Install Multi-Function Station on the computer that you want to use it with. See page 25 for details.

Note:

- You can connect two or more units and assign IP addresses automatically with a DHCP server, but we recommend assigning static IP addresses manually for each unit to avoid network access and configuration troubles.

3.6.2 Setting up manually

When your network administrator does not manage the network with a DHCP server, you need to assign an IP address, subnet mask, and default gateway manually.

1 【MENU】→ 【#】【5】【0】【0】→ “DHCP”

2 【0】→ “DISABLED” → 【SET】

3 Set each item.

For the IP address:

1. 【5】【0】【1】→ “IP ADDRESS” → 【SET】
2. Enter the IP address of the unit. → 【SET】

For the subnet mask:

1. 【5】【0】【2】→ “SUBNET MASK” → 【SET】
2. Enter the subnet mask of the network. → 【SET】

For the default gateway:

1. 【5】【0】【3】→ “DEFAULT GATEWAY” → 【SET】
2. Enter the default gateway of the network. → 【SET】→ 【MENU】

4 Install Multi-Function Station on the computer that you want to use it with. See page 25 for details.

To correct a mistake in the IP address, subnet mask, or default gateway

Press [◄] or [►] to move the cursor to the incorrect number, and make the correction.

3.7 Required computer environment

Important:

- **When using Windows Server® 2008/Windows Server 2012, only the printer driver can be supported. Install the printer driver using the Add Printer feature of Windows.**
- **With Mac OS X, only the printer driver, scanner driver (TWAIN/ICA) and PC fax (transmission) are supported. See the setup guide for Mac OS X for details.**

To use Multi-Function Station on your computer, the following are required:

Operating System:

Windows XP/Windows Vista/Windows 7/Windows 8

CPU:

Windows XP: Pentium® III or higher processor

Windows Vista/Windows 7/Windows 8: Pentium 4 or higher processor

RAM:

Windows XP: 128 MB (256 MB or more recommended)

Windows Vista: 512 MB (1 GB or more recommended)

Windows 7/Windows 8: 1 GB (2 GB or more recommended)

Other Hardware:

CD-ROM drive

Hard disk drive with at least 600 MB of available space

Web browser (recommendation):

Windows Internet Explorer® 6/7/8/9

Windows Internet Explorer 10 (with compatible mode recommended)

3.8 Installing software (including printer, scanner and other drivers)

Panasonic Multi-Function Station software enables the unit to carry out the following functions:

– Printing on plain paper, thin and thick paper, labels, envelope and Japan postcard

– Displaying the preview of the print image, changing the page order, deleting pages, and changing the print layout etc. before printing (Easy Print Utility)

– Scanning documents and converting an image into text with OCR software (☞)

– Scanning from other applications for Microsoft® Windows that support TWAIN scanning and WIA scanning (USB connection only)

– Storing, editing or erasing items in the address book using your computer

– Programming the features using your computer

– Sending, receiving fax documents using your computer (Fax supported models only) (☞)

- **Install Multi-Function Station (CD-ROM) before connecting the unit to a computer with the USB cable. If the unit is connected to a computer with the USB cable before installing Multi-Function Station, the [Found New Hardware Wizard] dialogue box may appear. Click [Cancel] to close it.**
- **Software features and appearance are subject to change without notice.**
- **If you are also using KX-MB200/KX-MB700/ KX-FLB880 series, see page 124.**

3.8.1 Preparing your computer and CD-ROM

1 Start Windows and exit all other applications.
- You must be logged in as an administrator in order to install Multi-Function Station.

2 Insert the supplied CD-ROM into your CD-ROM drive.
- If the **[Select Language]** dialogue box appears, select the language that you want to use with this software. Click **[OK]**.
- If the installation does not start automatically: Click **[Start]**. Choose **[Run...]**. Type “**D:\Install**” (where “**D**” is the drive letter of your CD-ROM drive). Click **[OK]**.
  (If you are not sure what the drive letter is for your CD-ROM drive, use Windows Explorer and look for the CD-ROM drive.)

3 Select your connection.
- For USB connection/wired LAN connection, refer to “3.8.2 USB connection/LAN connection”, page 25.

3.8.2 USB connection/LAN connection

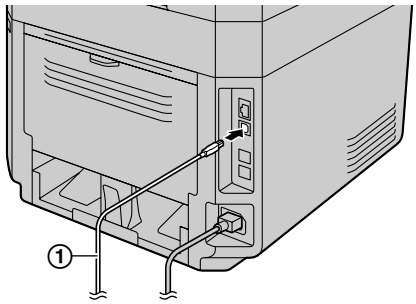
1 **[Easy Installation]**
- The installation will start automatically.

2 When the setup program starts, follow the on-screen instructions.
- Easy Print Utility (page 39) and Device Monitor (page 101) will also be installed.

3 The **[Connection Type]** dialogue box appears.
For USB connection:

1. **[Connect directly with a USB cable.]** → **[Next]**
   - The **[Connect Device]** dialogue box will appear.

2. Connect the unit to a computer with the USB cable (①), then click **[Next]**.



- If the unit is connected to your computer, the model name will be automatically detected.
- You can change the name of the unit if necessary.

3. Click **[Install]**, then follow the on-screen instructions.
   - The files will be copied to your computer.

For LAN connection (☞):

1. **[Connect via the Network.]** → **[Next]**
   - The **[Select a Network Device]** dialogue box will appear.
2. Check **[Select from the search list]** and select the unit from the list.
   - If the name of the desired unit is not displayed on the list, and the IP address for the unit has been assigned, check **[Direct input]** and enter the IP address.
3. **[Next]**
   - You can change the name of the unit if necessary.
4. Click **[Install]**, then follow the on-screen instructions.
   - The files will be copied to your computer.

Important notice

When installing using a USB cable connection, a message may appear during the software installation. This is normal and the software will not cause any difficulties with your operating system. You can continue the installation with no problem. This kind of message is displayed:

- **For Windows XP users**
  "The software you are installing for this hardware has not passed Windows Logo testing to verify its compatibility with Windows XP."
- **For Windows Vista/Windows 7/Windows 8 users**
  "Would you like to install this device software?"

3.8.3 Other information

To view or install the operating instructions data

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. Click **[Operating Instructions]**, then follow the on-screen instructions to view or install the operating instructions in PDF format.
   - Adobe® Reader® is required to view the operating instructions.

Note:

- If you install the operating instructions, you can view it anytime by clicking **[Help]** on the Multi-Function Station launcher.

To use another unit with the computer

You need to add the printer driver for each unit, as follows.

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Modify]** → **[Add Multi-Function Station Driver]**. Then follow the on-screen instructions.

Note:

- You cannot connect more than one unit to the same computer at the same time (USB connection only).

To modify the software (To add or uninstall each component)

You can select the components to install or uninstall anytime after the installation.
You must be logged in as an administrator in order to modify Multi-Function Station.

1. Start Windows and insert the supplied CD-ROM into your CD-ROM drive.
2. **[Modify]** → **[Modify Utilities]**. Then follow the on-screen instructions.

To uninstall the software

You must be logged in as an administrator in order to uninstall Multi-Function Station.
[Start] → **[All Programs]** → **[Panasonic]** → the unit's name → **[Uninstall]**. Then follow the on-screen instructions.

3.9 Starting Multi-Function Station

[Start] ⟶ **[All Programs]** ⟶ **[Panasonic]** ⟶ the unit's name ⟶ **[Multi-Function Station]**

- Multi-Function Station will appear.

[Application]

– **[Scan] (page 44)**
- To scan and display the scanned images.
- To scan and create an image file.
- To scan and send by email.
- To scan and convert an image into editable text data using OCR software. (☞)

– **[Open Scan Folder]**
- To display the folder where the scanned image will be saved.

– **[Viewer]**
- To start the Multi-Function Viewer (page 44).

– **[PC FAX] (Fax supported models only) (☞)**
- To send a document created on the computer as a fax message (page 64).
- To display a fax document received on the computer (page 65).

[Device]

– **[Remote Control] (page 101)**
- To program the features.
- To store, edit or erase items in the address book.
- To view items in the journal report or Caller ID list.*1
- To store caller information into address book.*1
- To store or erase items for broadcast transmission.*1
- To use CSV format (Comma Separated Values format) to import or export the address book.

*1 Fax supported models only (☞)

– **[Device Monitor]**
- To start the Device Monitor (page 101).

– **[Device List]**
- To start Device List.

– **[Configuration Web Page]**
- To start the configuration web page (page 101) (LAN supported models only). (☞)

[Settings] (page 27)
- To change the general settings.
- To change the settings for scanning.

[Help]
- For detailed instructions on Multi-Function Station.
- To view operating instructions.
- To display Support Web Page.
- To display information about Multi-Function Station.

Note:
- You can confirm if the unit is connected to your computer by using Device Monitor (page 101).
- Computer features (printing, scanning, etc.) may not function properly in the following situations:
  – When the unit is connected to a computer that was custom-built by the user.
  – When the unit is connected to the computer via a PCI card or other expansion card.
  – When the unit is connected to another piece of hardware (such as a USB hub or interface adapter) and not connected directly to the computer.

To change the settings

You can change the settings for Multi-Function Station beforehand.

1. Select **[Settings]** from Multi-Function Station.
2. Click the desired tab and change the settings. ⟶ **[OK]**

[General]

– **[Launcher display setting]**: To select the display type of the launcher.

– **[OCR Path]**: To select the OCR software. (☞)

– **[PC name list up on device]***1 (LAN supported models only) (☞): To select whether or not your computer name is displayed on the unit.

– **[PC name]***1 (LAN supported models only) (☞): The computer name that will be displayed on the unit.
- Assign a unique name for the **[PC name]** to avoid errors, or the scanned image may be sent to the incorrect computer.

*1 Displayed only when the unit is connected to the LAN.

[Scan]

– **[Save to]**: To select the folder where the scanned image will be saved.

– **[Viewer][File][Email][OCR][Custom]**: To change scanning settings for Multi-Function scan application.

To select the default Email software

The default Email software is used when using scan to email (page 42).
You can select the default Email software as follows.

For Windows XP:

1. **[Control Panel] → [Network and Internet Connections] → [Internet Options] → [Programs] → [E-mail]**
2. Select the desired MAPI-compliant Email software such as **[Outlook Express]**, etc. → **[OK]**

For Windows Vista:

1. **[Control Panel] → [Internet Options] → [Programs] → [Set programs] → [Set program access and computer defaults]**
   - If the **[User Account Control]** dialogue box appears, click **[Continue]**.
2. **[Custom]**
3. Select the desired MAPI-compliant Email software such as **[Windows Mail]**, etc. from **[Choose a default e-mail program]**. → **[OK]**

For Windows 7/Windows 8:

1. **[Control Panel] → [Network and Internet] → [Internet Options] → [Programs] → [Set programs] → [Set program access and computer defaults]**
2. **[Custom]**
3. Select the desired MAPI-compliant Email software from **[Choose a default e-mail program]**. → **[OK]**

4.1 Recording paper

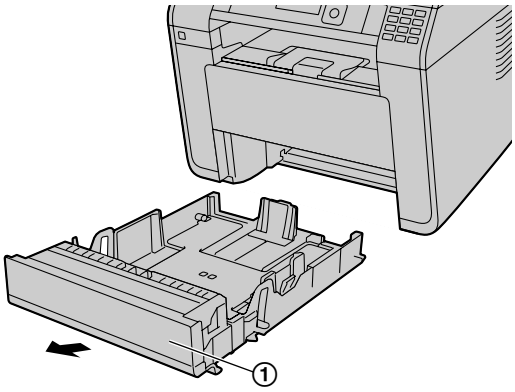
Note for recording paper:

- We recommend that you test paper (especially special sizes and types of paper) on the unit before purchasing large quantities.
- Do not use the following types of paper:
  - Paper with cotton and/or fibre content that is over 20 %, such as letterhead paper or paper used for resumes
  - Extremely smooth or shiny paper, or paper that is highly textured
  - Coated, damaged or wrinkled paper
  - Paper with foreign objects attached, such as tabs or staples
  - Paper that has dust, lint or oil stains
  - Paper that will melt, vaporize, discolour, scorch or emit dangerous fumes near 200 °C, such as vellum paper. These materials may transfer onto the fusing roller and cause damage.
  - Moist paper
  - Inkjet paper
  - Chemically treated paper such as carbon or carbonless duplicating paper
  - Electrostatically charged paper
  - Badly curled, creased or torn paper
  - Paper with a coated surface
- Some paper is designed to be printed on only one side. Try printing on the other side of the paper if you are not happy with the print quality, or if misfeeding occurs.
- For proper paper feeding and best print quality, we recommend using long-grained paper.
- Do not use paper of different types or thicknesses at the same time. This may cause paper jams.
- Do not re-use paper printed from this unit for another printing job (including other copiers or printers). This may cause paper jams.
- To avoid curling, do not open paper packs until you are ready to use the paper. Store unused paper in the original packaging, in a cool and dry location.
- For customers who live in high humidity areas: Please be sure to store paper in an air-conditioned room at all times. If you print using moist paper, it may cause paper jam.

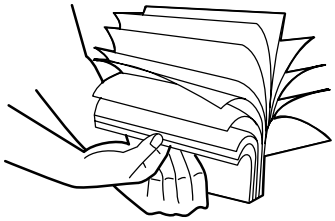
4.1.1 Standard input tray

- For number of sheets the unit can load, see page 139.
- If you load more than the specified amount of paper, a paper jam may occur and the paper may be damaged.
- Depending on the type of paper, the loaded paper may exceed the upper limit mark (▽). In this case, remove some paper from the tray.
- **The unit is set for printing A4-size plain paper by default.**
  - **To use other paper sizes, change the recording paper size setting (feature #380 on page 76).**
  - **To use other paper types, change the recording paper type setting (feature #383 on page 77).**

1 Pull the standard input tray (①) until it clicks into place, and then lift the front part of the tray and pull it completely out.

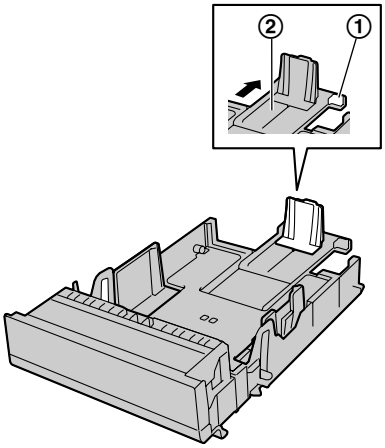


2 Before loading a stack of paper, fan the paper to prevent paper jams.



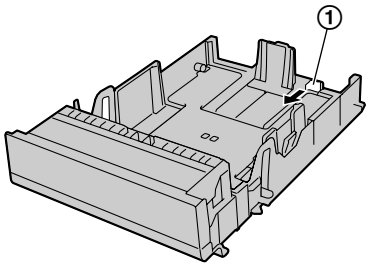
3 Adjust the back side of the recording paper guide.
For A4, letter, legal, 16K, 216 × 330 mm, 216 × 340 mm size paper:

Pinch the knob (①), and slide the input tray extender (②) to the appropriate position.



For other size paper:

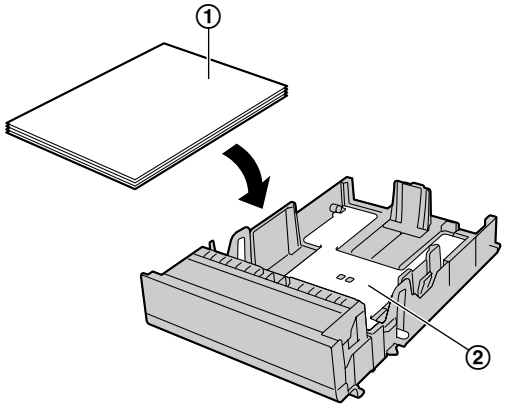
If the input tray extender is extended, pinch the knob (①), and then slide it inside.



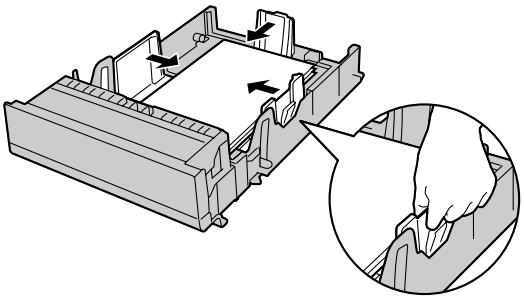
4 Load the paper, print-side down (①).

Important:

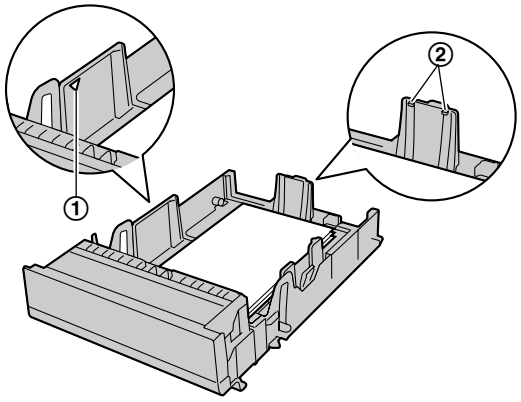
- **Push down to lock the plate (②) in the standard input tray, if necessary.**



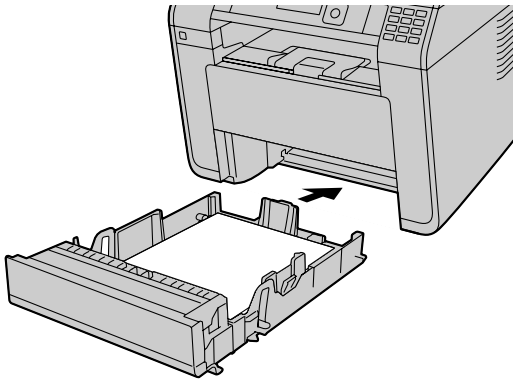
- If necessary, slide the recording paper guides to adjust the width to the size of the recording paper.



- Make sure that the recording paper is under the paper limit mark (①), and the paper should not be loaded over the snubbers (②).



5 Insert the standard input tray into the unit, lifting the front part of the tray. Then push it completely into the unit.

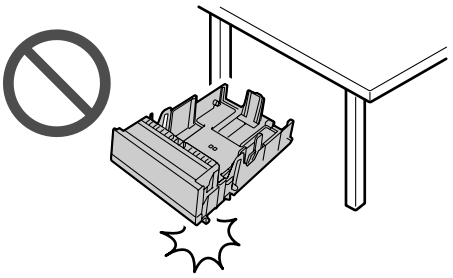


Note:

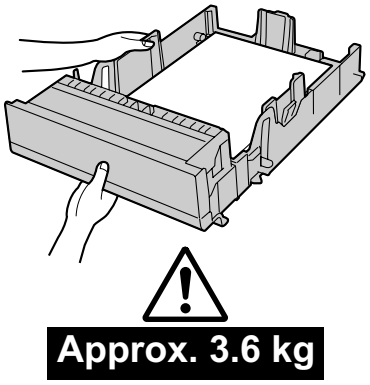
- If the paper is not loaded correctly, re-adjust the paper guides, or the paper may jam.
- If the standard input tray does not close, the plate in the standard input tray may not be in the locked position. Push the paper down and make sure that the paper is laying flat in the standard input tray.

Caution for the standard input tray

- **Do not drop the standard input tray.**



- **Hold the standard input tray with both hands when removing or installing. The standard input tray weighs approximately 3.6 kg when fully loaded with recording paper.**

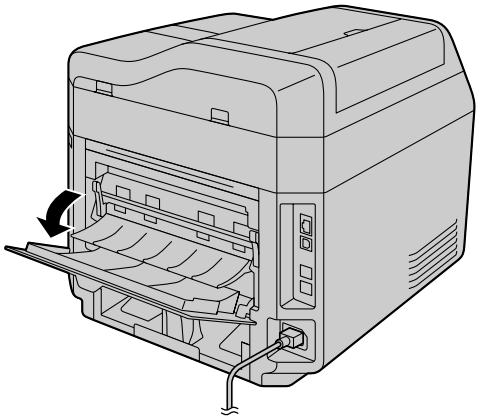


4.1.2 Manual tray/Multi-purpose tray

- Please refer to page 138 for information on recording paper.
- When printing from a computer, custom size recording paper can also be used (page 37).
- **The unit is set for printing A4-size plain paper by default.**
  - **To use other paper sizes, change the recording paper size setting (feature #381 on page 76).**
  - **To use other paper types, change the recording paper type setting (feature #384 on page 77).**
- **To print from the manual tray/multi-purpose tray, change the paper tray setting beforehand.**
  - **Select #2 for the printer properties when printing with the computer.**
  - **Set the copy input tray setting to "#2" (feature #460 on page 85) when making a copy.**

Important:

- **To print on thick paper, label, envelope or Japan postcard:**
  - **Be sure to open the rear cover before starting and print one sheet at a time. The recording paper will be printed out from the rear side. Therefore, if you print with the cover closed, the paper may jam inside the unit.**

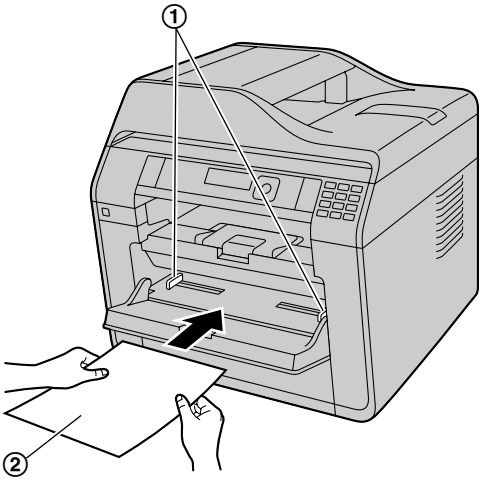


  - **Be sure to close the rear cover after printing.**

Manual tray (☞)

It can hold one sheet at a time. When printing or copying multiple sheets, add the next sheet after the first sheet has been fed into the unit.

1. Adjust the width of the guides (①) to the size of the recording paper.
   - If the unit is in sleep mode, press a key to put the unit in standby mode for the next process.
2. Insert the paper, print-side up (②) until the unit grasps the paper and a single beep is heard.



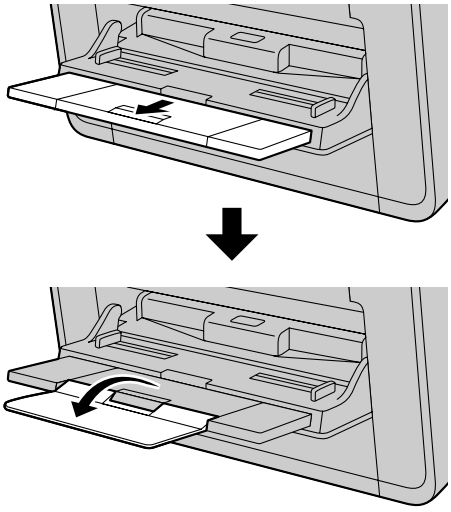
Note:

- The manual tray cannot be used for receiving faxes.
- If the copy input tray setting (feature #460 on page 85) is not set **"#2"** beforehand, when printing or copying multiple pages, the 1st page will be printed from the manual tray, but the rest of the pages will be printed from the standard input tray.

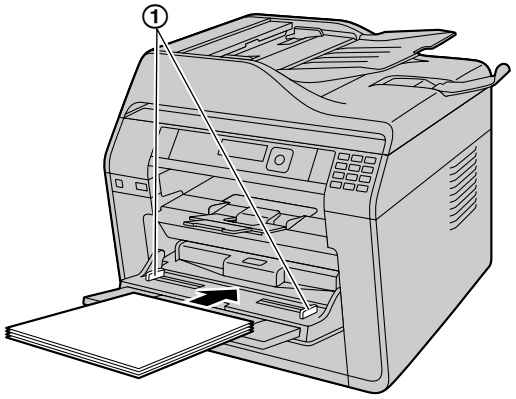
Multi-purpose tray (☞)

It can hold 50 sheets at a time.

1. Expand the multi-purpose tray.

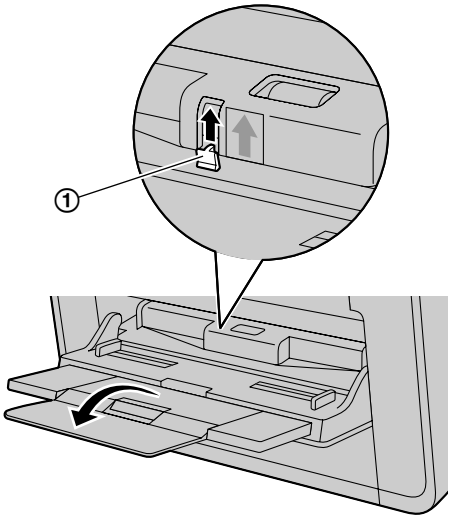


2. Adjust the width of the guides (①) to the size of the recording paper. Then, load the paper, print-side up (up to 50 sheets).



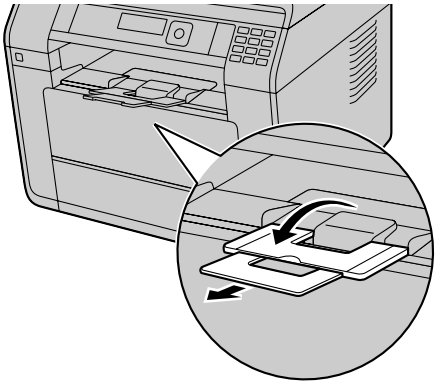
Note:

- If the paper is not inserted correctly, re-adjust the paper, or the paper may jam.
- Please make sure that the pickup lever (①) is firmly raised when setting the recording paper. If the pickup lever is not raised, raise the pickup lever.



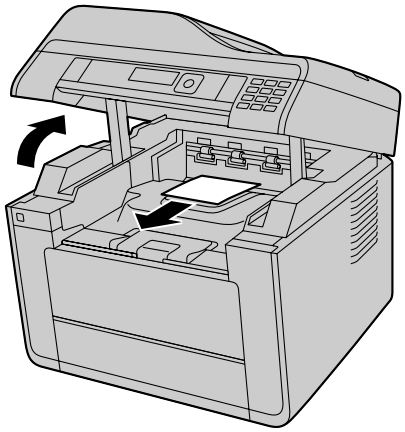
4.1.3 Output tray

You can temporarily expand the output tray before printing.



Note:

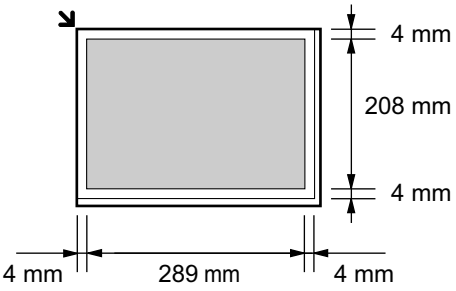
- If you are using small recording paper, opening the top cover lets you remove it more easily.



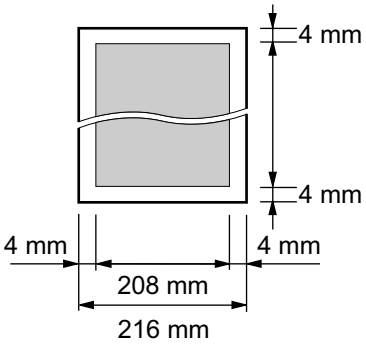
4.2 Document requirements

4.2.1 Effective scanning area

Effective scanning area is shown by the shaded area.
Scanner glass:



Automatic document feeder (☞):



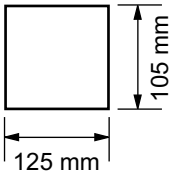
- When using the unit as a scanner (page 42, 44), the effective scanning length depends on the selected paper size.

4.2.2 Size and weight of the document (using the automatic document feeder) ☞

Available document size and document weight as follows:

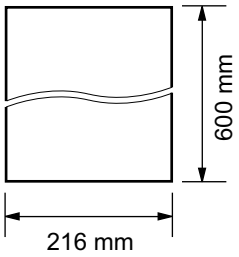
■ **Document size**

– **Minimum document size**



- For 2-sided scanning, the minimum document size is 148 mm × 210 mm.

– **Maximum document size**



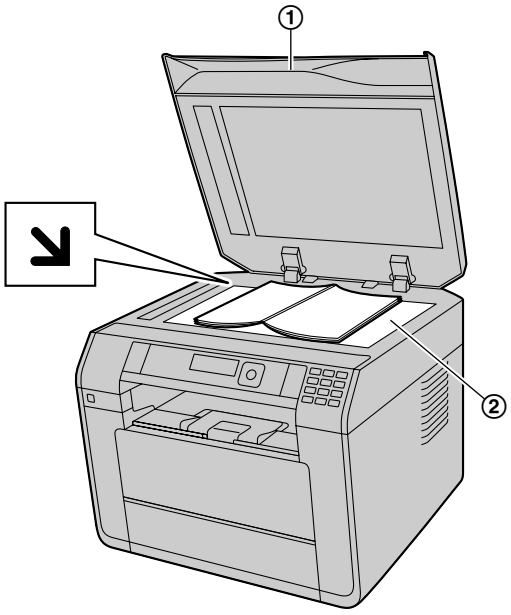
- For 2-sided scanning, the maximum document size is 216 mm × 356 mm.

■ **Document weight**

- Single sheet:
  60 g/m² to 75 g/m²
- Multiple sheets:
  60 g/m² to 75 g/m²

4.3 Setting documents

4.3.1 Using the scanner glass



1 Open the document cover (①).

2 Place the document FACE DOWN on the scanner glass (②), aligning the top left of the document with the corner where the ↘ mark is positioned.
- To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.
- For A6 size documents, always place it to match ↘ in portrait direction (long edge is left side).

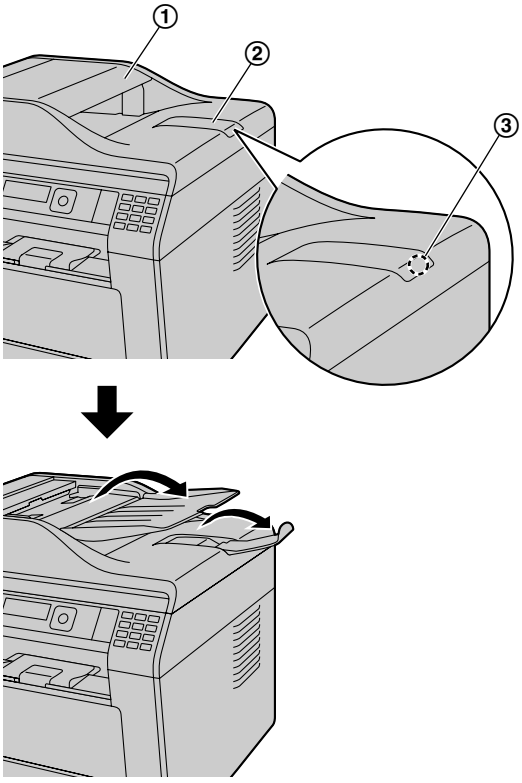
3 Close the document cover.

Note:

- Confirm that there are no documents in the automatic document feeder. (☞)
- Place the original onto the scanner glass gently. To avoid malfunction, do not press down too firmly.
- If the original is a book thicker than 15 mm, do not close the document cover.
- Confirm that any ink, paste or correction fluid has dried completely, as this may mark the scanner glass.

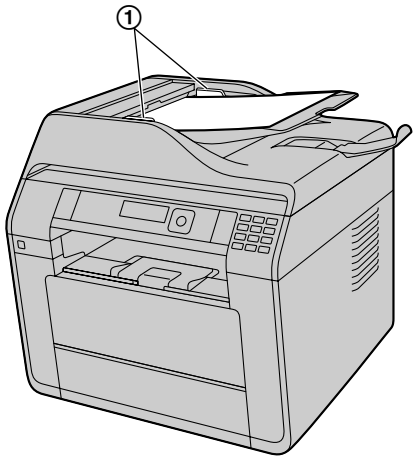
4.3.2 Using the automatic document feeder ☞

1 Open the document tray (①) and the document sub tray (②).
- To open the document sub tray, press its centre part (③).



2 Insert the document (up to 50 sheets) FACE UP into the feeder until a single beep is heard.
- To make a portrait copy, set the original in portrait direction. To make a landscape copy, set the original in landscape direction.

- For A6 size documents, always insert the document in portrait direction (insert long edge into the feeder).



- Adjust the width of the document guides (1) to fit the actual size of the document.

Note:

- Do not place the unit in an area where the document sub tray may be easily bumped into.
- Confirm that there are no documents on the scanner glass.
- Confirm that any ink, paste or correction fluid has dried completely.
- Remove clips, staples or other fasteners.
- Do not insert the following types of documents (Make a copy of the document using the scanner glass and set the copy instead.):
  - Chemically treated paper such as carbon or carbonless duplicating paper
  - Electrostatically charged paper
  - Badly curled, creased or torn paper
  - Paper with a coated surface
  - Paper with printing on the opposite side that can be seen through the other side, such as newsprint
- When feeding certain types of document (for example, if back of the page is not clean) through the automatic document feeder, it is possible that dirty marks may be left on the original document. To prevent this, we recommend feeding the document one page at a time when using the automatic document feeder, or to use the scanner glass.
- The total height of the documents when laid flat, must be less than 7 mm. If the documents exceed the capacity of the automatic document feeder, they may fall or cause a jam in the feeder.
- To set a document with a width of less than 210 mm, we recommend using the scanner glass to copy the original document onto A4 or letter-size paper, then setting the copied document for better results.
- Do not set documents that do not satisfy the requirements of size and weight. Make a copy of the document using the scanner glass and set the copy.

5.1 Printing from Windows applications

You can print a file created in a Windows application. For example, to print from WordPad, proceed as follows:

1 Open the document you want to print.

2 Select **[Print]** from the menu.
- The **[Print]** dialogue box will appear.

3 Select the unit's name as the active printer.
- If you have changed the name of the unit when installing, select that name from the list.
- When mode restriction (feature #154 on page 103) is activated, enter the department code in the printer settings using **[Job Type]** beforehand (page 37). If the department code does not match, or the department code restricts the print mode, printing will be cancelled.
- To change the printer settings, click **[Preferences]**, then click the desired tab. Change the printer settings, then click **[OK]**.

4 Click **[Print]**.
- The unit will start printing.

Note:
- To stop printing from the unit, see page 102.
- To load paper, see page 29, 32.
- For details about the paper specifications, see page 138.
- If a printing error occurs, the Device Monitor (page 101) will start automatically and display the error information.

Setting the printer properties

You can change the printer setting in step 3.
You can change or display the settings on the following tabs.
[Basic]: Paper size, media type, pages per sheet, duplex, etc.
[Output]: Number of prints, collate, etc.
[Job Type]: Entering the department code.
- The department code is held for future printing jobs and only has to be entered once.

[Quality]: Quality, contrast, toner save feature, etc.
[Effects]: Watermark, overlay.
[Profile]: Saving the desired settings, selecting the saved settings, etc.
[Support]: Version information.

Note:
- Select the desired media type on the **[Basic]** tab according to the recording paper.

Recording paper type	Media type
Plain paper 75 g/m² to 90 g/m²	**[Plain Paper]**
Thin paper 64 g/m² to 75 g/m²	**[Thin Paper]**
Thick paper 90 g/m² to 165 g/m²	**[Thick Paper]**
Label	**[Label]**
Envelope	**[Envelope]***1
Japan Postcard	**[Japanese Postcard]***2

*1 Select **[Envelope #10]**, **[Envelope DL]**, **[Japanese Envelope You #4]**, **[Japanese Envelope Chou #3]** or **[Japanese Envelope Chou #4]** for the paper size. To print on an envelope clearly, set the top, bottom, left, and right margins to more than 10 mm.

*2 Select **[Japanese Postcard]** for the paper size.

- When printing from a computer, the printer properties setting overrides the following unit's programming features:
  - Media type setting (feature #383 on page 77 and feature #384 on page 77)
  - Toner save setting (feature #482 on page 78)

5.1.1 Duplex printing

For example, to print from WordPad, proceed as follows:
- Plain paper and thin paper can be used.

1 Open the document you want to print.

2 Select **[Print]** from the menu.

3 Select the unit's name as the active printer.

4 **[Preferences]**

5 Click the **[Basic]** tab.

6 **[Duplex]** → Select the desired duplex layout. → **[OK]**
- Select **[None]** to deactivate this feature.
- You can also change the duplex margin.

7 Click **[Print]**.

5.1.2 Printing on special media

You can print not only on plain paper but also on special media (labels / envelopes / Postcards).
- Please refer to page 138 for information on recording paper.
- Use the manual tray/multi-purpose tray to print on special media.
- To load paper, see page 32.

To print on labels

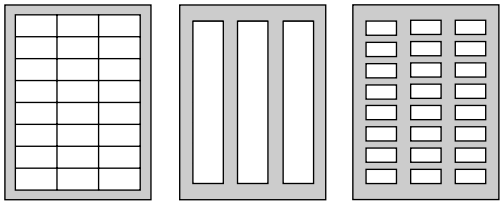
Use labels designed for laser printing. We recommend the following:

Avery®
5163/L7160

- Make sure the print side is FACE UP when loading the labels.
  For details about the number of sheets the unit can load, see page 139.

Do not use the following types of labels:

– Labels that are wrinkled, damaged or separated from the backing sheet.
– Any sheet of labels that has spaces in it where some of the labels have been removed.
– Labels that do not completely cover the backing sheet as follows:

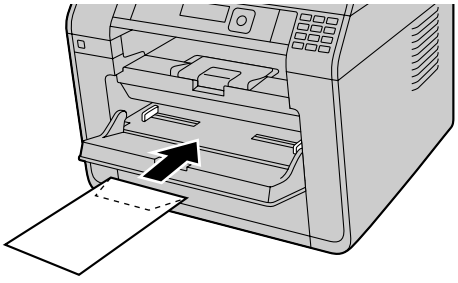


To print on envelopes

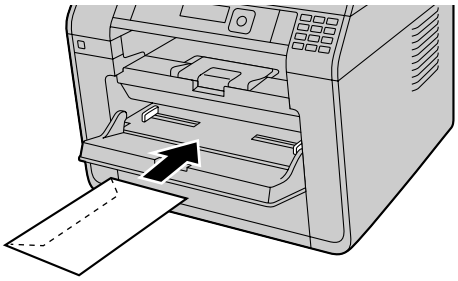
Use envelopes designed for laser printing. We recommend the following:

– High quality envelopes of 90 g/m² to 110 g/m² paper (for Envelope CHOUKEI #3/CHOUKEI #4/YOUKEI #4).
– High quality envelopes of 90 g/m² paper (for Envelope #10/DL).
– Envelopes that have thin, sharply creased leading edges.
– Envelopes with side seam construction.
– Envelopes with a moisture content of 4 % to 6 % by weight (for Envelope #10/DL).
– Envelopes where the seams are at the edges of the envelope faces (for Envelope YOUKEI #4/#10/DL).

- Load envelopes with the sealing flap FACE DOWN.
  For details about the number of sheets the unit can load, see page 139.
- The setting direction for each type of envelope is as follows.
  – Envelope CHOUKEI #3/CHOUKEI #4



  – Envelope YOUKEI #4/#10/DL

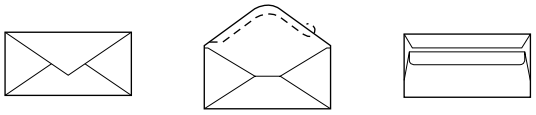


Note:

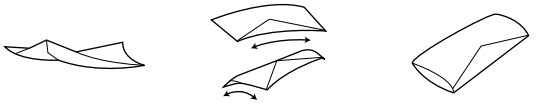
- Wrinkles and waving may occur in some cases, even if high quality envelopes are used.
- Avoid printing in high humidity. High humidity may cause the envelope to curl or seal the envelope.
- Store envelopes away from moisture and humidity, where they can lay flat and their edges will not be bent or damaged.

Do not use envelopes with any of the following characteristics (using these may result in paper jams):

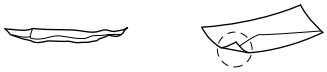
– Irregularly shaped envelopes
– Envelopes with moisture
– Envelopes with curls, wrinkles, nicks, twists, dog-ears or other damage
– Envelopes that have diagonal seams
– Textured envelopes, or envelopes with shiny surfaces
– Envelopes that seal by removing a peel-off strip
– Envelopes with more than one flap to be sealed
– Envelopes with adhesive on the flap
– Envelopes that are baggy or not sharply creased
– Embossed envelopes
– Envelopes that have previously been printed on
– Envelopes that include cotton and/or fibre material



Diagonal seam construction | Peel-off strip | Multiple flaps



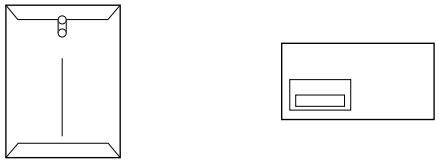
Twisted | Curled | Bent-edged



Waved Dog-eared

Do not attempt to print on any of the following types of envelopes (these may cause damage to the unit):

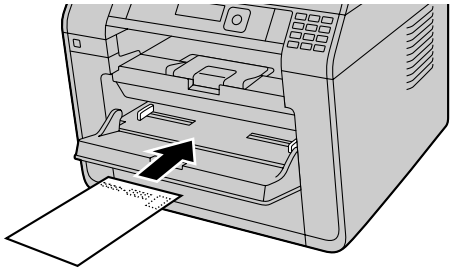
– Envelopes with clasps, snaps or tie strings
– Envelopes with transparent windows
– Envelopes that use encapsulated types of adhesive that do not require moistening but rely on pressure to seal them



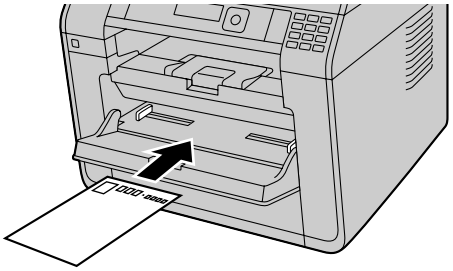
Clasp Transparent window

To print on Japan postcards

- Use the standard Japan postcards.
- Do not use Japan postcards for ink-jet printers.
- When you load Japan postcards on the tray, make sure to check where the places of stamp and post code they are on the postcards.
  For details about the number of sheets the unit can load, see page 139.
- If the postcards are curled downward, bend them in the opposite direction to flatten them, and then load a maximum of 5 postcards.
- If you are duplex printing on a postcard, print the message side (front of the postcard) first. The message side (front of the postcard) will be printed more cleanly if you print the address side (back of the postcard) second.
- To print cleanly, set at least a 10 mm upper margin.
- Make sure the print side is FACE UP when loading the postcards.
  – When printing the front of the postcard



  – When printing the back of the postcard (the side where the stamp is placed)



5.2 Easy Print Utility

By printing using the Panasonic Easy Print Utility instead of the printer driver, you will have access to many useful and convenient printing features:

– Preventing unnecessary prints by checking the preview on PC screen
– Combining multiple documents
– Saving a file in PDF format

For example, to print from WordPad, proceed as follows:

1 Open the document you want to print.

2 Select **[Print]** from the menu.

3 Select **[Panasonic Easy Print Driver]** as the active printer.

4 Click **[Print]**.
- The **[Panasonic Easy Print Utility]** dialogue will be displayed. For details about the Easy Print Utility, click **[?]**, then click the desired item.

5 View the print image by clicking the desired page in the **[Print Page Operation]** window (left column list).
- To change the printer settings, see page 40.
- To combine multiple documents created in various applications, see page 40.
- To save the file in PDF format, see page 40.
- Even if you set the number of prints on the original application beforehand, you may have to re-set it for the Easy Print Utility.

6 Click **[Print]** icon on the print toolbar.
- The unit will start printing.

Note:

- When mode restriction (feature #154 on page 103) is activated, enter the department code in the printer settings using **[Job Type]** beforehand (page 37). If the department code does not match, or the department code restricts the print mode, printing will be cancelled. **[Job Type]** settings cannot be performed from the printer settings of **[Panasonic Easy Print Utility]** dialogue.

5.2.1 Ecology printing features

You can use various printing features and preview the resulting printed image without having to make a test print.

Printer settings

You can change or display the settings on the following tabs in step 5.
[Basic]: Paper size, layout printing, duplex
[Output]: Number of prints, paper source, media type
[Quality]: Colour mode, toner save
[Effects]: Header, watermark, footer

Combining multiple documents

You can display multiple pages created in various applications and handle it as a single document.

1. Perform steps 1 to 4 on "5.2 Easy Print Utility".
2. Open another document you want to add to the Easy Print Utility.
3. Select **[Print]** from the menu.
   - The **[Print]** dialogue box will appear.
4. Select **[Panasonic Easy Print Driver]** as the active printer.
5. Click **[Print]**.
   - The document will be added after the last page of the previous document in the print preview window.
6. Repeat steps 2 to 5.
7. If necessary, change the printer settings (page 40).
8. Click **[Print]** icon on the print toolbar.

Note:

- The maximum number of documents that can be displayed in the **[Print Page Operation]** window is 999 pages.

Saving a file as PDF file

You can save the previewed files in PDF format instead of printing it.

1. Perform steps 1 to 4 on "5.2 Easy Print Utility".
2. Click the **[Save PDF file]** icon on the print toolbar.
   - The **[Save As]** dialogue box appears.
3. Specify the folder to save, enter the file name, and then click **[Save]**. The **[Save PDF file]** dialogue appears while PDF files are being created and saved.

Note:

- The PDF file created with Easy Print Utility is an image type.

5.3 Direct printing from a USB memory device ☞

You can directly print a file stored on a USB memory device without using your computer.

1. Insert the USB memory device into the USB port of the unit (page 16).
   - A USB memory device is not supplied.
2. **[►]** → **[SET]**
3. Press **[▼]** or **[▲]** repeatedly to select the desired file.
   - To select a file inside a folder, press **[▼]** or **[▲]** repeatedly to select the folder. → **[SET]**. Then select the desired file.
   - The printable files stored on the USB memory device will be displayed.
4. **[SET]**
   - You can select up to 40 files. To select multiple files, repeat steps 3 and 4.
5. If necessary, change the direct print settings. Press **[►]**, and then select the desired settings. See page 40 for details about the direct print settings.
6. **[◈]**
   - When mode restriction (feature #154 on page 103) is activated, enter the department code for direct printing from a USB memory device. If the department code does not match, or the department code restricts the print mode, printing will be cancelled.

Note:

- The following types of file formats can be printed:
  - TIFF
  - JPEG
  - PDF (Image type only, such as files scanned from the unit or files scanned from the computer using Multi-Function Viewer.)
- Up to 8 characters are displayed for the file name.
- For details about the USB memory device, see page 104.
- If you select the same file you selected in step 3 and press **[SET]**, the selection will be cancelled.
- To stop printing, see page 102.

What "✱" means

"✱" next to a file name means the file is selected.

5.3.1 Setting direct print features

You can change the direct print settings. The settings are reset after each printing.

To select the paper input tray ("INPUT TRAY")

You can select the paper input tray for the direct print.

1. Press **[▼]** or **[▲]** repeatedly to select the desired setting.
   - **"#1"**: Standard input tray
   - **"#2"**: Multi-purpose tray (☞)
   - **"#3"**: Lower input tray
   - **"#1+#2+#3"**, **"#1+#2"**, **"#1+#3"** or **"#2+#3"**[*1]

[*1] These options are displayed only when the paper size (feature #380 on page 76, feature #381 on page 76 or feature #382 on page 77) and the

media type (feature #383 on page 77, feature #384 on page 77 or feature #385 on page 77) match. If either is changed, this setting will be changed accordingly.

2. 【SET】

To change the number of copies to print ("COPIES")

You can also change the default setting (feature #660 on page 94).

1. Enter the number of copies (up to 99).
2. 【SET】

To change the orientation ("ORIENTATION")

You can change the print orientation.
You can also change the default setting (feature #661 on page 94).

1. Press 【▼】 or 【▲】 repeatedly to select the desired setting.
   - **"PORTRAIT"**: For portrait orientation.
   - **"LANDSCAPE"**: For landscape orientation.
2. 【SET】

To select the page layout ("N in 1 TYPE")

You can save paper by printing 2, 4 or 8 pages onto 1 page. The documents' size will be reduced to fit the recording paper.
You can also change the default setting (feature #662 on page 94).

1. Press 【▼】 or 【▲】 repeatedly to select the desired setting.
   - **"OFF"**: Deactivates this feature.
   - **"2 in 1"**: 2 pages will be printed onto 1 page.
   - **"4 in 1"**: 4 pages will be printed onto 1 page.
   - **"8 in 1"**: 8 pages will be printed onto 1 page.
2. 【SET】

To select a page border for N in 1 ("Nin1 PAGE BORDER")

You can select whether or not to print a line between the pages in N in 1 printing.
You can also change the default setting (feature #663 on page 94).

1. Press 【▼】 or 【▲】 repeatedly to select the desired setting.
   - **"NONE"**: For printing without a line.
   - **"SOLID LINE"**: For printing with a line.
2. 【SET】

To select duplex print ("DUPLEX")

You can select the type of binding.
You can also change the default setting (feature #664 on page 94).

1. Press 【▼】 or 【▲】 repeatedly to select the desired setting.
   - **"OFF"**: Deactivates this feature.
   - **"LONG EDGE"**: For long edge binding.
   - **"SHORT EDGE"**: For short edge binding.
2. 【SET】

To select continuous print ("CONTINUOUS PRINT")

You can select whether documents in different file formats are printed onto 1 page in layout printing or duplex printing.
You can also change the default setting (feature #665 on page 94).

1. Press 【▼】 or 【▲】 repeatedly to select the desired setting.
   - **"DISABLED"**: Only the same file formats can be printed.
   - **"ENABLED"**: Different file formats can be printed.
2. 【SET】

6.1 Scanning from the unit (Push Scan)

You can easily scan a document by using the operation panel on the unit. You can select one of the following scanning modes depending on how you intend to use the scanned image.

Important:

- **Make sure the necessary scan features are set beforehand on page 4.**

Scanning mode

"VIEWER"	Viewing using Multi-Function Viewer (Scan to Multi-Function Viewer)
"FILE"	Saving as a file to your computer (Scan to save as a file)
"EMAIL"	Activating the default email software on your computer, then attaching the scanned image as a file (Scan to email)
"OCR"	Opening the scanned image using OCR software (Scan to OCR)
"EMAIL ADDRESS"*1	Sending as an attached file to an email destination directly from this unit (Scan to email address)
"FTP SERVER"*1	Sending to an FTP server (Scan to FTP server)
"SMB FOLDER"*1	Sending to an SMB folder (Scan to SMB folder)
"USB MEMORY"*2	Sending to a USB memory device (Scan to USB memory)

*1 LAN connection only. (☞)

*2 Displayed only when the USB memory device is inserted in the USB port of the unit. (☞)

Helpful hints:

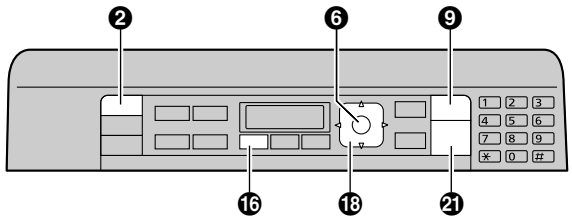
If OCR software is not supplied with your unit (☞), install third-party OCR software, and then specify the path of the OCR software. To specify the path, see following.

Start Multi-Function Station → **[Settings]** → Specify the path to the OCR program file (.exe) in the **[OCR Path]** field. → **[OK]**

- **We cannot guarantee the performance of third-party OCR software.**

Note:

- When scanning a document, we recommend using the scanner glass rather than the automatic document feeder for better results. (☞)
- Do not open the document cover when scanning a document with the automatic document feeder. (☞)
- You can set the desired scan mode for push scan beforehand (feature #493 on page 90).



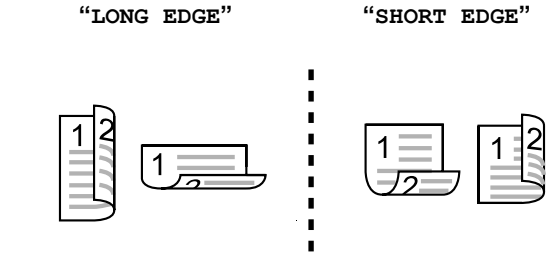
1 Set the original (page 35).

2 If the **【SCAN】** (❷) light is OFF, turn it ON by pressing **【SCAN】** (❷).

3 **To scan 1-sided originals:**
Go to the next step.

To scan 2-sided originals (only for models that support 2-sided scanning) (☞):

1. **【DUPLEX】** (⓰)
2. Press **【▼】** or **【▲】** (⓲) repeatedly to select the desired binding of the original.



3. **【SET】** (❻)

4 Press **【▼】** or **【▲】** (⓲) repeatedly to select a scanning mode. → **【SET】** (❻)

5 **USB connection:**
Press **【▼】** or **【▲】** (⓲) repeatedly to select **"USB HOST"**. → **【SET】** (❻)

LAN connection (☞):
Press **【▼】** or **【▲】** (⓲) repeatedly to select the destination to which you want to send the scanned image. → **【SET】** (❻)

- **When scanning to email address**, you can enter the destination email address
  - using dial keypad (page 53).

6 If necessary, change the scanning settings. Press **【►】** (⓲), press **【▼】** or **【▲】** (⓲) repeatedly to select the desired setting. → **【SET】** (❻)

7 **When using the scanner glass:**

【◈】 (㉑) → The unit will scan 1 page. Place the next document on the scanner glass and press **【SET】** (❻). Repeat this until all the documents are scanned, then press **【◈】** (㉑).

When using the automatic document feeder (☞):

【◈】 (㉑)

8 After you finish scanning, press **[⊽]** (⑨) to reset the setting you set in these procedures.

Note:

- To stop scanning, see page 102.

Available formats for scan image save

Scanning mode	TIFF	JPEG	BMP	PDF
"VIEWER"	●	●	●	●
"FILE"	●	●	●	●
"EMAIL"	●	●	–	●
"OCR"	●	●	●	–
"EMAIL ADDRESS"*1*2	●	●	–	●
"FTP SERVER"*1*2	●	●	–	●
"SMB FOLDER"*1*2	●	●	–	●
"USB MEMORY"*2*3	●	●	–	●

Select TIFF or PDF as the file format to scan several pages and save as a single file.

*1 LAN connection only. (☞)

*2 Select PDF as the file format to scan several pages and save as a single file.
When selecting TIFF as the file format, we recommend using the Multi-Function Viewer to display the scanned image.

*3 Displayed only when the USB memory device is inserted in the USB port of the unit. (☞)

How the scanned data is handled

The scanned image will be automatically saved in the folder selected in the **[Settings]** window. To change the folder, see page 27.

- **When scanning to Multi-Function Viewer**, the scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning. However, when you select PDF as a file format, the software that is associated to open PDF files will start.
- **When scanning to email**, the email software will automatically start and the scanned image will be attached to a new email message.
- **When scanning to OCR**, the scanned image will be displayed in the OCR window after scanning.
- **When scanning to email address**, the scanned image will be sent as an email attachment directly from this unit.
- **When scanning to FTP server**, the scanned image will be automatically saved in the selected folder on the FTP server.
  To display the scanned image, download the data to your computer beforehand.
- **When scanning to SMB folder**, the scanned image will be automatically saved in the selected folder on the network.
  When scanning to SMB folder does not perform properly, consult your network administrator. This unit's SMB function does not support NTLMv2 and SMB signatures.
- **When scanning to USB memory**, the scanned image will be saved to a USB memory device.
  Be sure to remove the USB memory device from the USB port of the unit after all operations are complete.

6.2 Scanning from a computer (Pull Scan)

Note:

- When scanning a document, we recommend using the scanner glass rather than the automatic document feeder for better results. (☞)
- Do not open the document cover when scanning a document with the automatic document feeder. (☞)

6.2.1 Using Multi-Function scan application

1 Set the original (page 35).

2 Start Multi-Function Station. → **[Scan]**

3 Click the desired application icon.
- When you click **[Custom]**, the pre-programmed application starts.
- To cancel scanning while the documents are being scanned, click **[Cancel]**.

Note:

- You can change the scanning settings beforehand for each application (page 27).
- When you point to an application icon, the scanning settings for that application are displayed as a tooltip.
- The scanned image will be automatically saved in the folder selected in the **[Settings]** window (page 27).

6.2.2 Using Multi-Function Viewer

1 Set the original (page 35).

2 Start Multi-Function Station.

3 **[Application]** → **[Viewer]**
- **[Multi-Function Viewer]** will appear.

4 Click the **[Scan]** icon in the **[Multi-Function Viewer]** window.
- The unit's name dialogue box will appear.

5 If necessary, change the scanning settings on your computer.
- To preview the scanned image, click **[Preview]**. You can drag the frame to specify the scanning area. If you change the scan settings, click **[Preview]** to refresh the scanned image.
  If you use the automatic document feeder (☞), only the first page will be previewed. When you need to refresh the scanned image, set the document to preview again.

6 **[Scan]**
- If you preview the scanned image using the automatic document feeder in step 5, set the document again and click **[Scan]**. (☞)
- The scanned image will be displayed in the **[Multi-Function Viewer]** window after scanning.
- To save the scanned image, select **[Save As ...]** from the menu.
- To cancel scanning while the documents are being scanned, click **[Cancel]**.

Note:

- You can display images in applications that support TIFF, JPEG, PCX, DCX and BMP formats.
- You can save images in TIFF, JPEG, PCX, DCX, BMP or PDF formats.
- If the **[Select...]** button is displayed in **[Target Device]**, click **[Select...]** to select the unit from the list, and then click **[OK]**.
  The **[Select...]** button will not be displayed when there is only one printer driver installed.
- You can move, copy and delete a file or page.

6.2.3 Using other applications

Multi-Function Station includes a TWAIN and WIA compliant scanner driver. You can also scan using other applications that support TWAIN or WIA scanning. For scanning example, proceed as follows:

1 Set the original (page 35).

2 Start an application that supports TWAIN or WIA scanning.

3 **For TWAIN scanning:**
Select **[Acquire Image...]** from the menu.
For WIA scanning:
Select **[From Scanner or Camera]** from the menu.
- The unit's name dialogue box will appear.

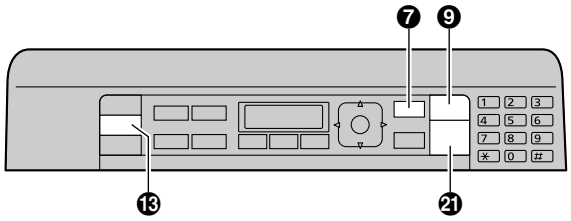
4 If necessary, change the scanning settings on your computer. → **[Scan]**
- The scanned image will be displayed in the application window after scanning.
- To cancel scanning while the documents are being scanned, click **[Cancel]**.

Note:

- Scanning from WIA compliant applications is only available via a USB connection.
- Depending on the application used, the appearance may differ slightly.
- If the **[Select...]** button is displayed in **[Target Device]** when performing TWAIN scanning, click **[Select...]** to select the unit from the list, and then click **[OK]**.
  The **[Select...]** button will not be displayed when there is only one printer driver installed.

7.1 Making a copy

7.1.1 Basic procedures for making a copy



1 If the **【COPY】** (❸) light is OFF, turn it ON by pressing **【COPY】** (❸).

2 Set the original (page 35).

3 If necessary, change the copy size (original document size and recording paper size), resolution and contrast according to the type of document.
- To select the copy size, see page 45.
- To select the contrast, see page 45.
- To select the resolution, see page 45.

4 If necessary, enter the number of copies (up to 99).

5 **【◇】** (❷)
- When mode restriction (feature #154 on page 103) is activated, enter the department code when copying. If the department code does not match, or the department code restricts the copy mode, copying will be cancelled.
- The unit will start copying.

6 After you finish copying, press **【⊘】** (❾) to reset the settings you set in steps 3 and 4.

Note:
- To stop copying, see page 102.
- You can change the default operation mode (feature #463 on page 78) and the timer before returning to the default operation mode (feature #464 on page 78) (fax supported models only). (☞)
- If the **【FAX AUTO ANSWER】** (❼) light is ON, the unit can receive faxes automatically even when in the copy mode (fax supported models only). (☞)

7.1.2 Various settings for making copies

To select the copy size

1. Press **【COPY SIZE】** repeatedly to select **"ORIGINAL SIZE"**.
2. Press **【▼】** or **【▲】** repeatedly to select the size of your original document. → **【SET】**
3. Press **【▼】** or **【▲】** repeatedly to select the size of recording paper size.
   - When **"#2"** is selected, you can change the recording paper size by pressing **【►】** repeatedly.
   - The appropriate zoom rate will be set automatically. When the original document size and recording paper size are different, the following features are not available:
     – Quick ID copy feature (page 48)
     – Image repeat feature (page 48)
     – Poster feature (page 49)
     – Separate N in 1 feature (page 50)
     – Booklet feature (page 51)
4. **【SET】**

To select the contrast

Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

1. Press **【QUALITY】** repeatedly to display **"CONTRAST"**.
2. Press **【▼】** or **【▲】** to change the contrast.
3. **【SET】**

Note:
- You can hold the previous contrast setting (feature #462 on page 78).

To select the resolution

1. Press **【QUALITY】** repeatedly to display **"RESOLUTION"**.
2. Press **【▼】** or **【▲】** to change the resolution.
   – **"TEXT/PHOTO"**: For both text and photographs.
   – **"TEXT"**: For text only.
   – **"PHOTO"**: For photographs, shaded drawings, etc.
3. **【SET】**

Note:
- You can change the default resolution (feature #461 on page 85).

7.2 More copying features

- Make sure that the 【COPY】 light is ON.

7.2.1 Zoom copy (enlargement / reduction)

1 Set the original (page 35).

2 Press 【ZOOM】 repeatedly to select the zoom rate that fits the size of your document and recording paper.
   – “ZOOM =100%”*1
   – “50%”
   – “200%”

   *1 Press 【▼】 or 【▲】 repeatedly to change the zoom rate by 1 % at a time from “25%” to “400%”. You can also enter the desired percentage specifically by using the dial keys.

3 【SET】

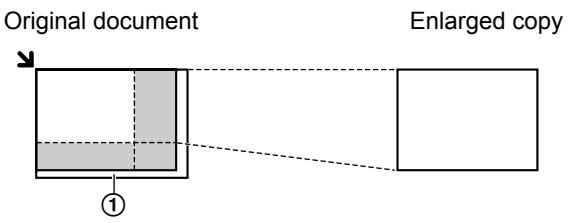
4 If necessary, enter the number of copies (up to 99). → 【◇】

5 After you finish copying, press 【⊘】 to reset this feature.

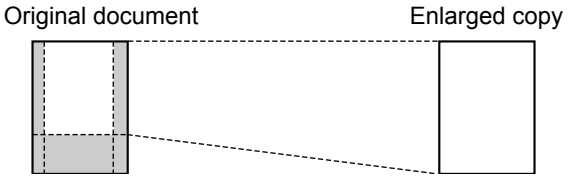
Note:

- Zoom copy is not available for the following features:
  – Quick ID copy feature (page 48)
  – Image repeat feature (page 48)
  – Poster feature (page 49)
  – N in 1 feature (page 50)
  – Separate N in 1 feature (page 50)
  – Booklet feature (page 51)
- You can hold the previous zoom setting (feature #468 on page 85).
- **When using the scanner glass,** the unit will enlarge the image starting from the upper left corner of the scanning glass starting from the ↘ mark.
- **When using the automatic document feeder (☞),** the unit will only enlarge the centre of the document entrance side of the document. To make an enlarged copy of the other side of the document, turn the document around, and then make a copy.

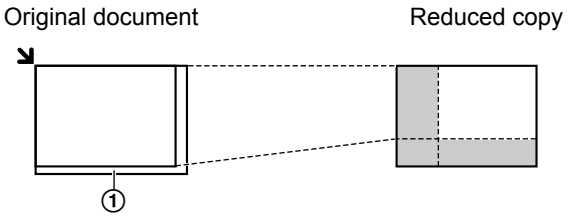
Example: 150 % enlarged copy*1
Using the scanner glass (①):



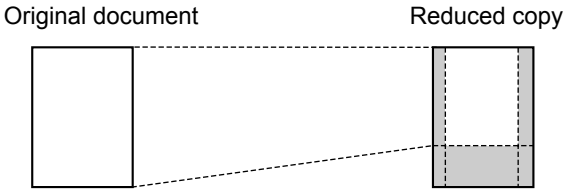
Using the automatic document feeder (☞):



Example: 70 % reduced copy*1
Using the scanner glass (①):



Using the automatic document feeder (☞):



*1 The result for an A6 size original will differ since it must be placed in portrait direction (page 35).

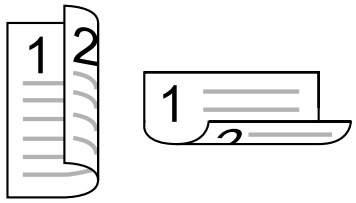
7.2.2 Duplex feature

The following types of copies are available:
– 1-sided originals to 2-sided copies
– 2-sided originals to 1-sided copies using the automatic document feeder*1
– 2-sided originals to 2-sided copies using the automatic document feeder*1

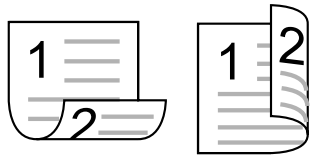
*1 Only for models that support 2-sided scanning. (☞)

You then need to select the binding for originals and/or copies.

– Long edge

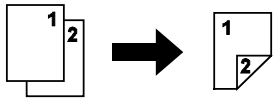


– Short edge



- A4, letter, legal, 216 × 330 or 216 × 340 size recording paper (plain and thin) can be used.
- A6, B6 (ISO) and B6 (JIS) size paper is not supported when copying 2-sided originals.

To make 1-sided originals into 2-sided copies



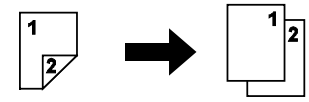
1. Set the original (page 35).
2. **KX-MB2235:**
   【DUPLEX】
   KX-MB2545:
   Press **【DUPLEX】**, and press **【▼】** or **【▲】** repeatedly to select **"1SIDE/2SIDE"**. → **【SET】**
3. Press **【▼】** or **【▲】** repeatedly to select the desired binding setting for copies.
   – **"LONG EDGE"**
   – **"SHORT EDGE"**
4. **【SET】**
5. If necessary, enter the number of copies (up to 99).
6. **When using the scanner glass:**
   1. **【◇】**
      - The unit will scan 1 page.
   2. Place the next document on the scanner glass and press **【SET】**.
      - The unit will start copying.

   When using the automatic document feeder (☞):
   【◇】
7. After you finish copying, press **【⊘】** to reset this feature.

Note:

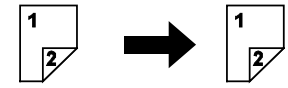
- 2-sided copy is not available for the quick ID copy feature (page 48), image repeat feature (page 48) or poster feature (page 49).
- You can save the previous duplex setting (feature #470 on page 85).

To make 2-sided originals into 1-sided copies (only for models that support 2-sided scanning) (☞)



1. Set the original in the automatic document feeder (page 35).
2. Press **【DUPLEX】**, and press **【▼】** or **【▲】** repeatedly to select **"2SIDE/1SIDE"**. → **【SET】**
3. Press **【▼】** or **【▲】** repeatedly to select the type of originals.
   – **"LONG EDGE"**
   – **"SHORT EDGE"**
4. **【SET】**
5. If necessary, enter the number of copies (up to 99).
6. **【◇】**
7. After you finish copying, press **【⊘】** to reset this feature.

To make 2-sided originals into 2-sided copies (only for models that support 2-sided scanning) (☞)



1. Set the original in the automatic document feeder (page 35).
2. Press **【DUPLEX】**, and press **【▼】** or **【▲】** repeatedly to select **"2SIDE/2SIDE"**. → **【SET】**
3. Press **【▼】** or **【▲】** repeatedly to select the type of originals.
   – **"LONG►LONG"**
   – **"LONG►SHORT"**
   – **"SHORT►LONG"**
   – **"SHORT►SHORT"**
4. **【SET】**
5. If necessary, enter the number of copies (up to 99).
6. **【◇】**
7. After you finish copying, press **【⊘】** to reset this feature.

Note:

- You can save the previous duplex setting (feature #470 on page 85).

7.2.3 Collate copy

The unit can collate multiple copies in the same order as the original document pages.

1 If the **【COPY】** light is OFF, turn it ON by pressing **【COPY】**.

2 Set the original (page 35).

3 **【◄】** → **"COLLATE"**.

4 Press 【▼】 or 【▲】 repeatedly to display “ON”.

5 【SET】

6 Enter the number of copies (up to 99).

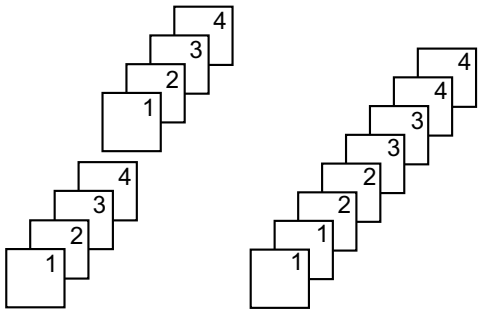
7 **When using the scanner glass:**

1. 【◇】
   - The unit will scan 1 page.
2. Place the next document on the scanner glass and press 【SET】. Repeat this until you have scanned all pages, and then press 【◇】.
   - The unit will start copying.

When using the automatic document feeder (☞):
【◇】

8 After you finish copying, press 【⊘】 to reset this feature.

Example: Making 2 copies of a 4-page original document



Collated pages Uncollated pages

Note:

- The unit will store the documents into memory at a reduced resolution while collating the copies. If the memory becomes full while storing, the unit will only print out the stored pages.
- You can hold the previous collate setting (feature #469 on page 85).

Proof set feature (automatic document feeder only) (☞)

To make 1 set of a collated copy first, press 【▼】 or 【▲】 repeatedly to display “PROOF SET” (step 4 on “7.2.3 Collate copy”, page 47). The unit will make 1 set of a collated copy and stop temporarily so you can check whether the copy was made as you expected. If the copy is correct, press 【◇】 to continue copying.
If the copy is not correct, press 【⊘】 and start again from the beginning.

7.2.4 Quick ID copy feature / Image repeat feature (Scanner glass only)

Quick ID copy feature: To copy 2-sided documents onto one page.
Image repeat feature: To copy a single document repeatedly onto one page.

Note:

- This feature cannot be used when your original document size or the recording paper size is set to A6.
- This feature cannot be used when the duplex feature (page 46), or ecology mode’s duplex (page 102) is activated.
- The copied documents will not be reduced to fit the recording paper. These features are useful for copying small documents such as double sided ID Cards or making multiple copies of small documents such as a business cards.

1 Set the original (page 35).
   - The scanning area changes according to the selected setting in step 4. See the following table for details. The shaded area will be scanned.
   - You do not need to change the original document size.

2 Press 【PAGE LAYOUT】 repeatedly to select “PAGE LAYOUT”.

3 Press 【▼】 or 【▲】 repeatedly to select “QUIK ID COPY” or “IMAGE REPEAT”. → 【SET】

4 Press 【▼】 or 【▲】 repeatedly to select the number of original documents from “2 in 1”, “4 in 1” or “8 in 1”. → 【SET】
   - For quick ID copy feature, go to the next step.
   - For image repeat feature, go to step 6.

5 Press 【▼】 or 【▲】 repeatedly to select the page layout from “LANDSCAPE” or “PORTRAIT”. → 【SET】

6 If necessary, enter the number of copies (up to 99).

7 **Quick ID copy feature:**

1. 【◇】
   - The unit will scan 1 page.
2. Place the next document on the scanner glass and press 【SET】. Repeat this until all the documents are scanned.
   - The unit will start copying.
   - You can press 【◇】 anytime to start copying.

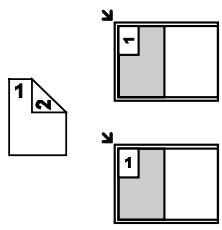
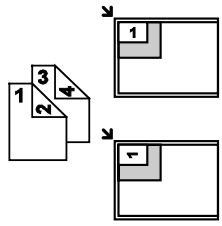
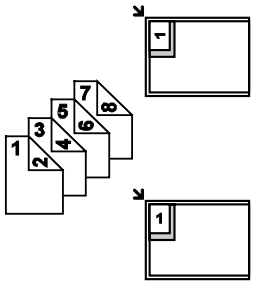
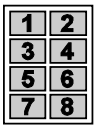
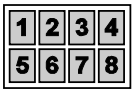
Image repeat feature:
【◇】

8 After you finish copying, press 【⊘】 to reset this feature.

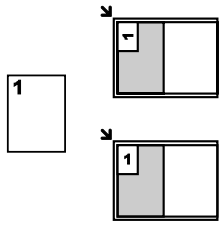
Note:

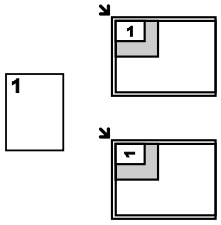
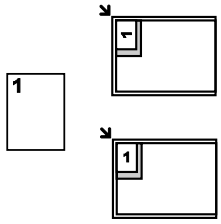
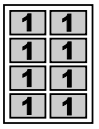
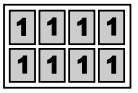
- You can save the previous page layout setting (feature #467 on page 85).

For quick ID copy feature

Original document	Page layout
“2 in 1” 	“LANDSCAPE” “PORTRAIT”
“4 in 1” 	“LANDSCAPE” “PORTRAIT”
“8 in 1” 	“LANDSCAPE”  “PORTRAIT” 

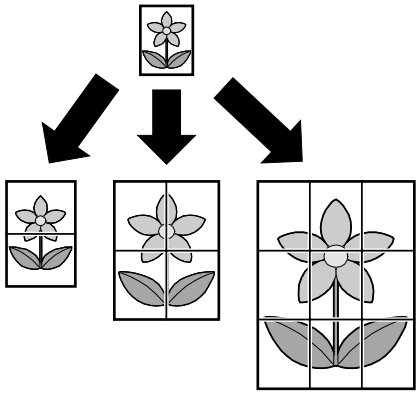
For image repeat feature

Original document	Page layout
“2 in 1” 	

Original document	Page layout
“4 in 1” 	
“8 in 1” 	 

7.2.5 Poster feature (Scanner glass only)

You can make copies divided into 2 (“1 x 2”), 4 (“2 x 2”) or 9 (“3 x 3”) sections to make enlarged copies of the individual sections. You can then glue them together to make a poster.



Note:

- This feature cannot be used when your original document size or the recording paper size is set to A6.
- This feature cannot be used when the duplex feature (page 46), or ecology mode’s duplex (page 102) is activated.

1 Set the original (page 35).

2 Press **[PAGE LAYOUT]** repeatedly to select “PAGE LAYOUT”.

3 Press **[▼]** or **[▲]** repeatedly to select “POSTER”.
→ **[SET]**

4 Press [▼] or [▲] repeatedly to select "1 X 2", "2 X 2" or "3 X 3". → [SET]

5 If necessary, enter the number of copies (up to 99). → [◇]

6 After you finish copying, press [⊘] to reset this feature.

Note:

- You can save the previous page layout setting (feature #467 on page 85).

7.2.6 N in 1 feature

You can save paper by copying 2, 4 or 8 pages onto 1 page. The documents will be reduced to fit the recording paper.

1 Set the original (page 35).

2 Press [PAGE LAYOUT] repeatedly to select "PAGE LAYOUT".

3 Press [▼] or [▲] repeatedly to select "N in 1". → [SET]

4 Press [▼] or [▲] repeatedly to select the number of original documents from "2 in 1", "4 in 1" or "8 in 1". → [SET]

5 Press [▼] or [▲] repeatedly to select the layout from "PORTRAIT" or "LANDSCAPE". → [SET]

6 If necessary, enter the number of copies (up to 99).

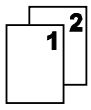
7 **When using the scanner glass:**

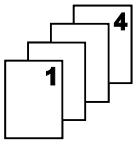
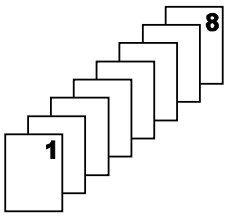
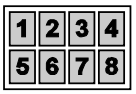
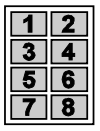
1. [◇]
   - The unit will scan 1 page.
2. Place the next document on the scanner glass and press [SET]. Repeat this until all the documents are scanned.
   - The unit will start copying.
   - You can press [◇] anytime to start copying.

When using the automatic document feeder (☞):

[◇]

8 After you finish copying, press [⊘] to reset this feature.

Original document	Page layout
"2 in 1" 	"PORTRAIT" "LANDSCAPE"

Original document	Page layout
"4 in 1" 	"PORTRAIT" "LANDSCAPE"
"8 in 1" 	"PORTRAIT"  "LANDSCAPE" 

Note:

- You can save the previous page layout setting (feature #467 on page 85).
- When the original document size and recording paper size are different, you can only make a 2 in 1, or 4 in 1 copied document.
  For example, when using the 2 in 1 feature, you can copy 2 pages of an A5 size original onto an A4 size recording paper.

Separate N in 1 feature (Scanner glass only)

You can separate an N in 1 copied document back into its original, separate pages. This feature is available for documents created using the "2 in 1" and "4 in 1" settings.

Note:

- This feature cannot be used when your original document size or the recording paper size is set to A6.

1. Set the original (page 35).
2. Press [PAGE LAYOUT] repeatedly to select "PAGE LAYOUT".
3. Press [▼] or [▲] repeatedly to select "SEPARATE N in 1". → [SET]
4. Press [▼] or [▲] repeatedly to select the number of original documents from "2 in 1" or "4 in 1". → [SET]
5. Press [▼] or [▲] repeatedly to select the page layout of the original document from "PORTRAIT" or "LANDSCAPE". → [SET]

6. If necessary, enter the number of documents (up to 99). → 【◇】
7. After you finish copying, press 【⊘】 to reset this feature.

7.2.7 Booklet feature

You can make copies, and then fold them in half to create booklets. The documents will be reduced to fit the recording paper.

Note:

- A4, letter, legal, 216 × 330 or 216 × 340 size recording paper (plain and thin) can be used for this feature.

1 Set the original (page 35).

2 Press 【PAGE LAYOUT】 repeatedly to select "PAGE LAYOUT".

3 Press 【▼】 or 【▲】 repeatedly to select "BOOKLET". → 【SET】

4 Press 【▼】 or 【▲】 repeatedly to select the desired binding direction from "LEFT BIND" or "RIGHT BIND". → 【SET】

5 Press 【▼】 or 【▲】 repeatedly to select the desired binding pages.
   – "1": To make a booklet with every 4 documents printed as separate blocks.
   – "ALL": To make a booklet with all documents printed as 1 block.

6 【SET】

7 If necessary, enter the number of copies (up to 99).
   - Multiple copies will be collated automatically.

8 **When using the scanner glass:**
   1. 【◇】
      - The unit will scan 1 page.
   2. Place the next page on the scanner glass and press 【SET】. Repeat this until you have scanned all pages.
   3. **If "1" is selected in step 5,** the unit will start copying.
      - You can press 【◇】 anytime to start copying.
      - For multiple copies, press 【◇】 to start copying.

   If "ALL" is selected in step 5, press 【◇】 to start copying.

   When using the automatic document feeder (☞): 【◇】

9 After you finish copying, press 【⊘】 to reset this feature.

Note:

- The unit may store the documents into memory at a reduced resolution if "ALL" is selected in step 5 or more than 1 copy is set to be collated in step 7. When the memory becomes full while storing, if "1" is selected in step 5, the unit will print out only the stored pages. If "ALL" is selected in step 5, the unit will cancel the printing.
- You can save the previous page layout setting (feature #467 on page 85).

7.2.8 Edge feature

You can set the unit not to copy the outer edges of the document without reducing the copied documents to fit the recording paper. This is useful for copying documents with dirty edges.

Note:

- This feature cannot be used when your original document size or the recording paper size is set to A6.
- This feature and page layout features cannot be used at the same time (except for N in 1).

1 Set the original (page 35).

2 Press 【PAGE LAYOUT】 repeatedly to select "EDGE".

3 Press 【▼】 or 【▲】 repeatedly to select "ON". → 【SET】

4 Press 【▼】 or 【▲】 repeatedly to select "LONG EDGE". → 【SET】

5 Enter the desired edge width of long edge using the dial keypad. → 【SET】

6 Press 【▼】 or 【▲】 repeatedly to select "SHORT EDGE". → 【SET】

7 Enter the desired edge width of short edge using the dial keypad. → 【SET】

8 If necessary, enter the number of documents (up to 99). → 【◇】

9 After you finish copying, press 【⊘】 to reset this feature.

Note:

- You can hold the previous edge setting (feature #473 on page 85).

7.2.9 Margin feature

You can set the unit not to copy a particular edge of the document to make a margin. This is useful for binding the copied documents.

Note:

- To automatically reduce the copies according to the set margin, see feature #474 on page 85.
- This feature cannot be used when your original document size or the recording paper size is set to A6.
- This feature and page layout features cannot be used at the same time.

1 Set the original (page 35).

2 Press 【PAGE LAYOUT】 repeatedly to select "MARGIN".

3 Press 【▼】 or 【▲】 repeatedly to select "ON". → 【SET】

4 Press 【▼】 or 【▲】 repeatedly to select the page layout from "PORTRAIT" or "LANDSCAPE". → 【SET】

5 Press 【▼】 or 【▲】 repeatedly to select the edge you want to set the margin for from "TOP", "RIGHT", "LEFT" or "BOTTOM". → 【SET】

6 Enter the desired margin width using the dial keypad. → 【SET】

7 If necessary, enter the number of documents (up to 99). → 【◈】

8 After you finish copying, press 【⊘】 to reset this feature.

Note:

- You can hold the previous margin setting (feature #475 on page 86).

7.2.10 Copy reservation

You can make a copy reservation under the following conditions:

– while the unit is printing documents from your computer.
– while the unit is printing received fax documents (fax supported models only). (☞)

1 Set the original (page 35).

2 While "PC PRINTING" or "PRINTING"*1 is displayed, switch to copy mode by pressing 【COPY】 (page 22), then press 【◈】.

*1 Displayed only for models that support the fax feature. (☞)

3 Make necessary settings such as number of copies, resolution, zoom features and page layout features. → 【◈】

- "COPY RESERVED" will be displayed. The unit will start copying after the current printing job has finished.

8.1 Character entry (Fax or LAN supported models only) ☞

The dial keypad is used to enter characters and numbers.

– Press 【◄】 or 【►】 to move the cursor.
– Press the dial keys to enter characters and numbers.
– Press 【⏻】 to erase the character or number highlighted by the cursor. Press and hold 【⏻】 to erase all characters or numbers.
– To enter another character located on the same dial key, press 【►】 to move the cursor to the next space, then press the appropriate dial key.

【2】	【3】	【4】	【5】	【6】	【7】	【8】	【9】
A B C 2	D E F 3	G H I 4	J K L 5	M N O 6	P Q R S 7	T U V 8	W X Y Z 9
a b c 2	d e f 3	g h i 4	j k l 5	m n o 6	p q r s 7	t u v 8	w x y z 9

【0】*1	【1】*1	【✱】	【FLASH】	【DUPLEX】	【⏻】
0 @ ( ) < > ! " # $ % & \ * ^ ' ~ →	1 . _ – [ ] { } + / = , ` : ; ? |	To switch between uppercase or lowercase letters.	Hyphen	To insert a space.	To delete a character.

*1 Several types of symbols cannot be entered for certain features.

To select characters using 【▼】or 【▲】

Instead of pressing the dial keys, you can select characters using 【▼】or 【▲】.

1. Press 【▼】repeatedly to display the desired character. Characters will be displayed in the following order:
   ① Uppercase letters
   ② Numbers
   ③ Symbols
   ④ Lowercase letters[*1]

   [*1] When you enter email address (i.e. scan to email address feature on page 42), lowercase letters will be displayed first (LAN supported models only). (☞)

   - If you press 【▲】, the order will be reversed.
2. Press 【►】to insert the displayed character.
3. Return to step 1 to enter the next character.

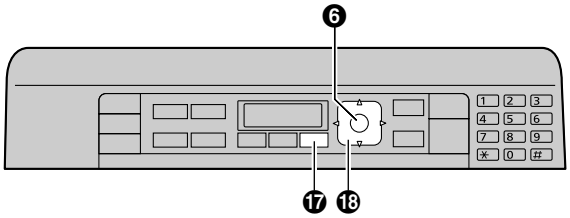
To search for a name by initial

Example: "LISA"

1. Initiate the address book.
2. Press 【5】repeatedly to display any name with the initial **"L"** (see page 53 for character entry).
   - To search for symbols, press 【✱】.
3. Press 【▼】or 【▲】repeatedly to display **"LISA"**.
   - To stop the search, press 【⊘】.

8.2 Storing telephone number and email address in the address book

The unit contains an address book.
– KX-MB2235: 100 items
– KX-MB2545: 300 items



Note:

- If you want to use an email address for direct SMTP of Internet fax, set the direct SMTP setting to **"ON"** (feature #425 on page 81).

1 Press **【MENU】** (⑰) repeatedly to display **"ADDRESS BOOK SET"**.

2 Press **【◄】** or **【►】** (⑱) repeatedly to select **"NEW"**. → **【SET】** (⑥)

3 Enter the name, up to 16 characters (see page 53 for character entry). → **【SET】** (⑥)

4 If necessary, enter the telephone number, up to 32 digits. → **【SET】** (⑥)
- A hyphen or a space entered in a telephone number counts as 2 digits.

5 If necessary, enter the email address, up to 63 digits. → **【SET】** (⑥)
- To program other items, press **【►】** (⑱), and then repeat steps 3 to 5.

6 **【MENU】** (⑰)

Note for models with Internet fax (☞):

- **"EMAIL FAX?"** will be displayed after step 5. To use the email address for Internet fax, press **【▼】** or **【▲】** (⑱) repeatedly to select **"ON"**. → **【SET】** (⑥)
- If the direct SMTP setting (feature #425 on page 81) is activated beforehand, **"DIRECT SMTP?"** will be also displayed. To also use the email address for direct SMTP, press **【▼】** or **【▲】** (⑱) repeatedly to select **"ON"**. → **【SET】** (⑥)

8.3 Editing and erasing a stored item

8.3.1 Editing a stored item

1 Press **【MENU】** repeatedly to display **"ADDRESS BOOK SET"**.

2 Press **【◄】** or **【►】** repeatedly to select **"EDIT"**. → **【SET】**

3 Press **【▼】** or **【▲】** repeatedly to display the desired item. → **【SET】** → **【✱】**

4 Edit the name if necessary. → **【SET】**

5 Edit the telephone number if necessary. → **【SET】**

6 Edit the email address if necessary. → **【SET】**

7 **【MENU】**

Note for models with Internet fax (☞):

- **"EMAIL FAX?"** will be displayed after step 6. To use the email address for Internet fax, press **【▼】** or **【▲】** repeatedly to select **"ON"**. → **【SET】**
- If the direct SMTP setting (feature #425 on page 81) is activated beforehand, **"DIRECT SMTP?"** will be also displayed. To also use the email address for direct SMTP, press **【▼】** or **【▲】** repeatedly to select **"ON"**. → **【SET】**

8.3.2 Erasing a stored item

1 Press **【MENU】** repeatedly to display **"ADDRESS BOOK SET"**.

2 Press **【◄】** or **【►】** repeatedly to select **"EDIT"**. → **【SET】**

3 Press **【▼】** or **【▲】** repeatedly to display the desired item. → **【SET】** → **【#】**
- To cancel erasing, press **【⊘】**.

4 **【SET】** → **【MENU】**

8.4 Programming items into the broadcast memory ☞

Store items into the unit to send the same document to multiple parties (broadcast feature). Your programmed items will remain in the broadcast memory, allowing frequent re-use.

8.4.1 Programming items using the address book

1 Press **【MENU】** repeatedly to display **"BROADCAST SETUP"**.

2 Press **【►】**.
- **For models that support Internet fax (☞):** Select **"FAX"** or **"EMAIL FAX"** by pressing **【◄】** or **【►】**. → **【SET】**. To use the broadcast memory for Internet fax, select **"EMAIL FAX"**.

3 Press **【▼】** or **【▲】** repeatedly to display the desired broadcast memory location (**"<BROADCAST1>"**, **"<BROADCAST2>"** or **"<BROADCAST3>"**). → **【SET】**

4 Press 【▼】 or 【▲】 repeatedly to display the desired item. → 【SET】
- The number in brackets indicates the number of registered items.
- To program other items, repeat this step (up to 20 items).
- If you have programmed the wrong item, press 【⏻】 to erase the item.

5 【SET】
- To program another broadcast memory, repeat steps 2 to 5.

6 【⏻】

8.4.2 Adding a new item into the broadcast memory

1 Press 【MENU】 repeatedly to select "BROADCAST SETUP".

2 Press 【►】.
- **For models that support Internet fax (☞)**: Select "FAX" or "EMAIL FAX" by pressing 【◄】 or 【►】. → 【SET】. When using the broadcast memory for Internet fax, select "EMAIL FAX".

3 Press 【▼】 or 【▲】 repeatedly to display the desired broadcast memory location ("<BROADCAST1>", "<BROADCAST2>" or "<BROADCAST3>"). → 【SET】 → 【✱】

4 Press 【▼】 or 【▲】 repeatedly to display the item you want to add. → 【SET】
- To add other items, repeat this step (up to 20 items).

5 【MENU】

8.4.3 Erasing a stored item from the broadcast memory

1 Press 【MENU】 repeatedly to select "BROADCAST SETUP".

2 Press 【►】.
- **For models that support Internet fax (☞)**: Select "FAX" or "EMAIL FAX" by pressing 【◄】 or 【►】. → 【SET】. When using the broadcast memory for Internet fax, select "EMAIL FAX".

3 Press 【▼】 or 【▲】 repeatedly to display the desired broadcast memory location ("<BROADCAST1>", "<BROADCAST2>" or "<BROADCAST3>"). → 【SET】 → 【#】

4 Press 【▼】 or 【▲】 repeatedly to select "EACH". → 【SET】

5 Press 【▼】 or 【▲】 repeatedly to display the item you want to erase. → 【SET】
- To cancel erasing, press 【⏻】.

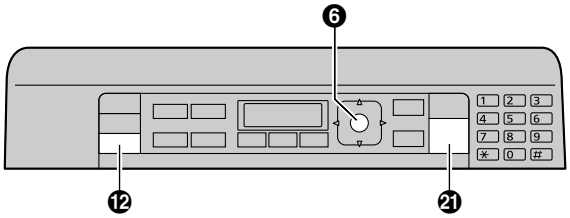
6 【SET】 → 【MENU】

9.1 Availability of the fax feature

Important:

- **The fax feature may not be available for your unit. See "☞ List of available features and equipment" on page 3 whether your unit has the feature.**

9.2 Basic procedure for sending a fax



1 If the 【FAX】 (⓬) light is OFF, turn it ON by pressing 【FAX】 (⓬).

2 Set the original (page 35).

3 If necessary, change the resolution and contrast according to the type of document.
- To select the contrast, see page 57.
- To select the resolution, see page 57.

4 Dial the fax number.

5 **When using the scanner glass,** press 【◇】 (㉑).
- The unit will scan 1 page. Wait until "SCAN:PRESS SET" "SEND:PRESS START" is displayed. Place the next document on the scanner glass and press 【SET】 (❻). Repeat this until all the documents are scanned, then press 【◇】 (㉑).

When using the automatic document feeder (☞), press 【◇】 (㉑).

Note:

- By using the scanner glass, you can send pages from booklets and small size pages.
- To stop sending, see page 102.
- You can change the default operation mode (feature #463 on page 78) and the timer before returning to the default operation mode (feature #464 on page 78).

9.2.1 Various settings for sending faxes

To select the contrast

Adjust this setting depending on the darkness or lightness of the document. 5 levels (low to high) are available.

1. Press 【QUALITY】 repeatedly to display "CONTRAST".
2. Press 【▼】 or 【▲】 to change the contrast.
3. 【SET】

Note:

- You can save the previous contrast setting (feature #462 on page 78).

To select the resolution

1. Press 【QUALITY】 repeatedly to display "RESOLUTION".
2. Press 【▼】 or 【▲】 to change the resolution.
   - "STANDARD": For normal-sized characters.
   - "FINE": For small-sized characters.
   - "SUPER FINE": For very small-sized characters.
   - "PHOTO": For photographs, shaded drawings, etc.
3. 【SET】

- Using the "FINE", "SUPER FINE" and "PHOTO" settings will increase transmission time.
- You can change the default fax resolution (feature #405 on page 79).

To send 2-sided originals (only for models that support 2-sided scanning) (☞)

1. Set the original in the automatic document feeder (page 35).
2. 【DUPLEX】
3. Press 【▼】 or 【▲】 repeatedly to select the desired binding of the original.
4. 【SET】

9.2.2 Selecting the destination from stored items

Store the desired names and telephone numbers into the address book beforehand (page 55).

Using address book

Press 【📖】, then press 【▼】 or 【▲】 repeatedly to display the desired item.

9.2.3 Other features for sending faxes

To redial the last number

【REDIAL】

Note:

- To stop sending, see page 102.

Reserving the fax transmission (Dual Access)

You can reserve a fax transmission even when the unit is receiving a fax or sending a fax from memory.

– Up to 3 reservations when sending
– Up to 4 reservations when receiving

1. Set the original during fax reception or fax memory transmission.
2. Enter the fax number using the dial keypad or address book.

3. **When using the scanner glass,** press 【◇】. The unit will scan 1 page. Place the next document on the scanner glass and press 【SET】. Repeat this until all the documents are scanned, then press 【◇】.
   When using the automatic document feeder (☞), press 【◇】.
- If the document exceeds the memory capacity, the reservation for that document will be cancelled. You must send the entire document manually.

Printing a sending report

A sending report provides you with a printed record of transmission results. To print the sending reports, make sure that feature #401 is activated (page 79). For an explanation of the messages, see page 107.

Printing a journal report

A journal report provides you with a printed record of the 30 most recent faxes. To print it manually, see page 101. To print it automatically after every 30 new fax transmissions and receptions, make sure feature #402 is activated (page 79). For an explanation of the messages, see page 107.

Sending a fax at a specific time (delayed send)

This feature allows you to take advantage of low-cost calling hours offered by your telephone company. This feature can be set up to 24 hours in advance of the desired time.

1. If the 【FAX】 light is OFF, turn it ON by pressing 【FAX】.
2. Set the original (page 35).
3. If necessary, change the resolution (page 57) and the contrast (page 57).
4. 【MENU】 → 【#】【4】【1】【2】 → 【1】 → “ON” → 【SET】
   - **For models that support 2-sided scanning (☞):**
     To scan a 2-sided original, select the desired binding of the original by pressing 【▼】 or 【▲】 repeatedly. → 【SET】
     To scan a 1-sided original, select “OFF”. → 【SET】
5. Enter the fax number.
   - To enter an item using address book, see page 57.
6. 【SET】
7. Enter the transmission start time.
   - If you selected 12-hour time entry (page 23), press 【✱】 repeatedly to select AM or PM.
   - If you selected 24-hour time entry (page 23), the time is set using 24-hour time entry.
8. **When using the scanner glass,** press 【SET】. → 【◇】
   When using the automatic document feeder (☞), press 【SET】.
   - The document will be scanned into memory. The unit will then send the data at the specified time. You cannot use this feature for another fax transmission until the former sending is completed.

Note:

- To cancel this setting after programming, press 【⊘】 while the unit is idle, and then press 【SET】.

Sending from memory (Quick scan feature)

Important:

- **Make sure the quick scan feature is activated beforehand (feature #419 on page 80).**

1. Set the original (page 35).
2. Enter the fax number. → 【◇】

Fax auto redial

If the line is busy or if there is no answer, the unit will automatically redial the number 2 or more times.

Note:

- To stop sending, see page 102.

9.3 Sending the same document to pre-programmed parties (Broadcast transmission)

You can send the same document to multiple parties (up to 20). To use this feature, store the fax numbers into broadcast memory (page 55).

- Make sure that the 【FAX】 light is ON.

1 Set the original (page 35).

2 If necessary, change the resolution (page 57) and the contrast (page 57).

3 **When using the address book**

1. 【📖】
2. Press 【▼】 or 【▲】 repeatedly to select “<BROADCAST1>”, “<BROADCAST2>” or “<BROADCAST3>”. → 【◇】

4 **When using the scanner glass,** the unit will scan 1 page. Wait until “SCAN:PRESS SET” “SEND:PRESS START” is displayed. Place the next document on the scanner glass and press 【SET】. Repeat this until all the documents are scanned, then press 【◇】.
When using the automatic document feeder (☞), all the documents will be scanned. The unit then will start transmission.

Note:

- To stop sending, see page 102.
- If you select “FINE”, “SUPER FINE” or “PHOTO” resolution, the number of pages that the unit can send will decrease.
- If the document exceeds the memory capacity, sending will be cancelled.
- If a party is busy or does not answer, it will be skipped and redialled later 2 or more times.

- After transmission, the unit will automatically print a report (**broadcast sending report**).

9.4 Selecting the way to use your unit

Depending on your situation, you can select the way you prefer to use your unit.

– Use only as a fax (FAX ONLY mode).
– Use mostly as a telephone (TEL mode).
– Use as a telephone and/or fax (TEL/FAX mode).*1
– Use with an answering machine.

*1 HK models only

9.4.1 Use only as a fax (FAX ONLY mode)

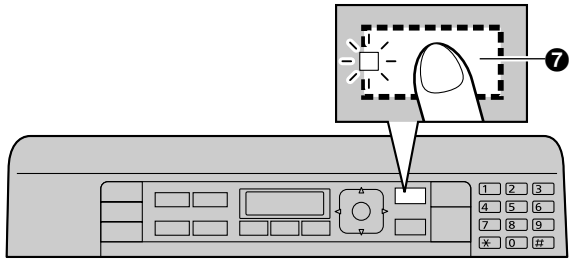
Your situation

You have a separate telephone line just for faxes, or you want to use the unit only for receiving faxes.

Setup

Set the unit to FAX ONLY mode (page 60) by pressing **【FAX AUTO ANSWER】** (❼) repeatedly.

- The **【FAX AUTO ANSWER】** (❼) light turns ON.



Note:

- Received fax documents can be transferred automatically to desired email address. To use the email transfer feature, set the email destination beforehand (page 100) (LAN supported models only). (☞)

How faxes are received

All incoming calls will be answered as faxes.

9.4.2 Use mostly as a telephone (TEL mode)

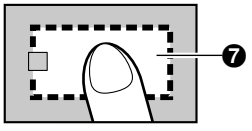
Your situation

You want to answer calls by yourself. If a fax call is received, you must receive the fax manually.

Setup

Set the unit to TEL mode (page 61) by pressing **【FAX AUTO ANSWER】** (❼) repeatedly.

- The **【FAX AUTO ANSWER】** (❼) light turns OFF.



Note:

- Make sure feature #404 is set to "TEL" beforehand (page 79) (HK models only).

How to receive phone calls and faxes

You have to answer all calls manually.
To receive a fax document, press 【◇】 and then 【2】.

9.4.3 Use as a telephone and/or fax (TEL/FAX mode) (HK models only)

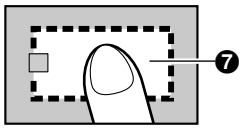
Your situation

You want to answer phone calls yourself and receive faxes automatically without the unit ringing.

Setup

Set the unit to TEL/FAX mode (page 61) by pressing 【FAX AUTO ANSWER】 (❼) repeatedly.

- The 【FAX AUTO ANSWER】 (❼) light turns OFF.



Note:

- Make sure feature #404 is set to "TEL/FAX" beforehand (page 79).

How phone calls and faxes are received

If the call is a phone call, the unit will ring.
If a fax calling tone is detected, the unit will receive the fax automatically without ringing.

9.4.4 Use with an answering machine

Your situation

You want to use the unit with an answering machine.

Setup

Connect an extension telephone answering machine and set the ring count of the answering machine to less than 4.

- Set the ring count in FAX ONLY mode of the unit to more than 4, if you use with auto answer ON.

How to receive calls

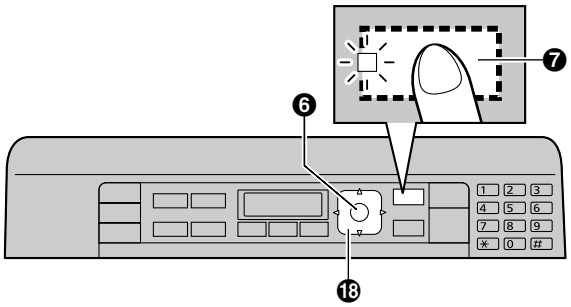
When receiving phone calls, the answering machine will record voice messages.

9.5 Receiving a fax automatically : Auto answer ON

9.5.1 Activating FAX ONLY mode

Press 【FAX AUTO ANSWER】 (❼) repeatedly to display "FAX ONLY MODE".

- The display will show the ring count in FAX ONLY mode. If you wish to change it, press 【▼】 or 【▲】 (⓲) repeatedly to display the desired setting, and press 【SET】 (❻).
- The 【FAX AUTO ANSWER】 (❼) light turns ON.



How faxes are received

When receiving calls, the unit will automatically answer all calls and only receive fax documents.

Note:

- The number of rings before a call is answered in FAX ONLY mode can be changed (feature #210 on page 75).
- You can set duplex print for fax reception (feature #407 on page 79).
- Received faxes may be stored in memory depending on the paper size settings. See feature #380 on page 76 and feature #382 on page 77 for details.
- A4 or letter size recording paper is recommended.

If you have subscribed to a Distinctive Ring service

For TW models, see page 70.
For HK models, see page 71.

9.6 Receiving a fax manually : Auto answer OFF

Important:

- **Use this mode with an extension telephone.**

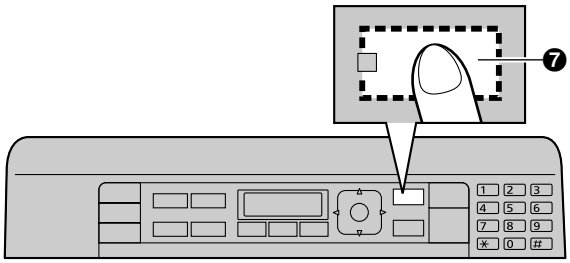
9.6.1 Activating TEL mode

Important:

- **Make sure feature #404 is set to "TEL" beforehand (page 79) (HK models only).**

Press **[FAX AUTO ANSWER]** (❼) repeatedly to display **"TEL MODE"**.

- The **[FAX AUTO ANSWER]** (❼) light turns OFF.



Note:

- If you do not answer the call within 10 rings for TW models/15 rings for HK models, the unit will temporarily switch to fax reception. The other party can then send a fax.
- You can set duplex print for fax reception (feature #407 on page 79).
- Received faxes may be stored in memory depending on the paper size settings. See feature #380 on page 76 and feature #382 on page 77 for details.
- A4 or letter size recording paper is recommended.

How to receive faxes with an extension telephone

If you have another telephone connected to the **[EXT]** jack or the same line (extension telephone), you can use the extension telephone to receive faxes.

1. When the extension telephone rings, lift the handset of the extension telephone.
2. When:
   – document reception is required,
   – a fax calling tone (slow beep) is heard, or
   – no sound is heard,

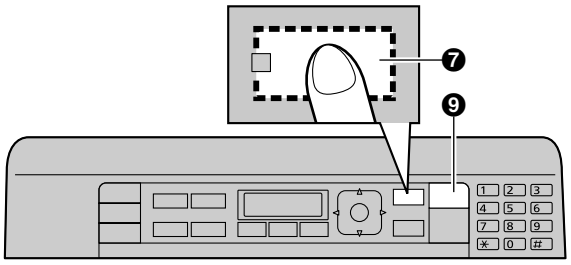
   For HK models:
   press **[✱][✱][✱][9]** (default fax activation code) **firmly**.
   For TW models:
   press **[✱][#][9]** (default fax activation code) **firmly**.
3. Replace the handset.

Note:

- To stop receiving, see page 102.
- To receive fax documents using the extension telephone, make sure remote fax activation is turned ON (feature #434 on page 82) beforehand. The default setting is ON.

9.6.2 Activating TEL/FAX mode (HK models only)

1. Make sure feature #404 is set to **"TEL/FAX"** beforehand (page 79).
2. Press **[FAX AUTO ANSWER]** (❼) repeatedly to display **"TEL/FAX MODE"**.
   - The **[FAX AUTO ANSWER]** (❼) light turns OFF.
3. The ringer volume setting should be ON (page 23).

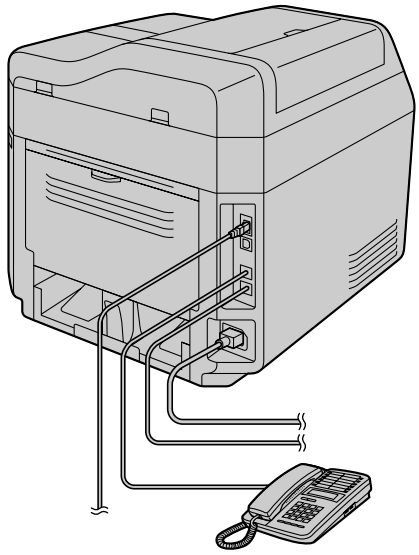


How phone calls and faxes are received

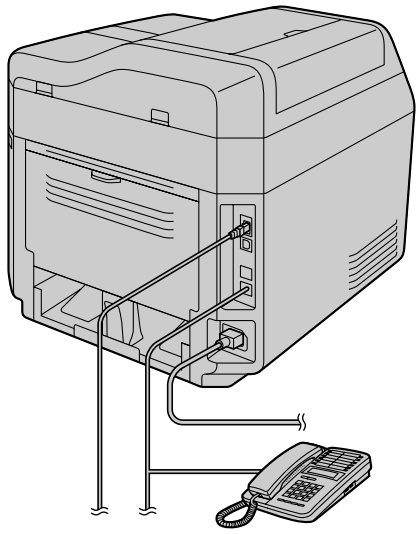
1. **"INCOMING CALL"** will be displayed but the unit will not ring.
2. The unit will wait for the duration of **2 rings** before answering the call.
   - The number of rings is determined by the **"TEL/FAX delayed ring count"** (feature #212 on page 79).
   - During this time, an extension telephone will ring.
3. The unit will answer the call and try to detect a fax calling tone.
   When a fax calling tone is detected
   The unit receives the fax automatically without ringing.

   When a fax calling tone is not detected
   ① The unit will ring **3 times**. You may answer the call.
   - To answer using another telephone connected to the **[EXT]** jack of this unit, lift the handset, then

press 【⏷】(❾) on the unit to talk to the other party.



- To answer using another telephone connected to the same telephone line as this unit, lift the handset and talk to the other party.



- The number of rings is determined by the **"Silent fax recognition ring count"** (feature #436 on page 82).
- Callers will hear a ring back tone different from the one generated by the telephone company.

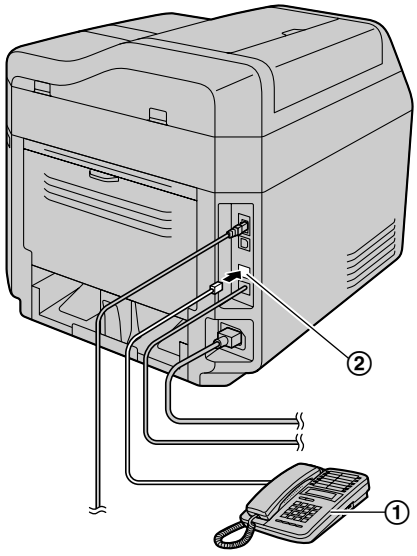
② If you do not answer the call, the unit will activate the fax function.

- Some fax machines do not generate fax calling tones when sending faxes, therefore the unit will try to receive a fax even if no fax calling tone is detected.

9.7 Using the unit with an answering machine

9.7.1 Setting up the unit and an answering machine

1 Connect the answering machine (①).
- An answering machine is not supplied. The illustration is just an example.
- Remove the stopper (②) if attached.



2 Set the number of rings on the answering machine to 4 rings or less.
- This will allow the answering machine to answer the call first.

3 Record a greeting message on the answering machine.
- We recommend you record a message up to 10 seconds long, and not to pause for more than 4 seconds during the message. Otherwise, neither machines will function correctly.

4 Activate the answering machine.

5 Set the unit to the desired receiving mode (page 60).
- If you set to FAX ONLY mode, **change the ring count in FAX ONLY mode to more than 4 (feature #210 on page 75).**

6 Make sure each of the following is unique:
– the remote access code of the answering machine
– the fax activation code (feature #434 on page 82)

Note:

- If the call is a phone call, the answering machine will record voice messages.

If a fax calling tone is detected, the fax machine will receive a fax automatically.

- Regarding the remote access code for the answering machine, see the operating instructions of the answering machine.

Receiving a voice message and fax document in one call

The caller can leave a voice message and send a fax document during the same call. Inform the caller of the following procedure beforehand.

1. The caller calls your unit.
   - The answering device will answer the call.
2. The caller can leave a message after the greeting message.
3. The caller presses the following pre-selected fax activation code.
   - For HK models, 【✱】【✱】【✱】【9】
   - For TW models, 【✱】【#】【9】
   - The unit will activate the fax function.
4. The caller presses the start button to send a document.

Note:

- To use this feature, make sure remote fax activation is turned ON (feature #434 on page 82). The fax activation code can also be changed.
- If there is no room left in the memory of your answering machine, the unit may not be able to receive documents. See the operating instructions of the answering machine and erase unnecessary messages.

9.8 Receive polling (retrieving a fax placed on another fax machine)

This feature allows you to retrieve a document from another compatible machine. Therefore you pay for the call.

- Make sure that the other party's machine is ready for your call.
- Make sure that no documents are fed into your unit's automatic document feeder. (☞)

1 Press 【MENU】 repeatedly to display "POLLING". → 【SET】

2 Dial the fax number. → 【◈】

9.9 Junk fax prohibitor (preventing fax reception from undesired callers)

If you subscribe to Caller ID service (page 68), this feature prevents fax reception from calls that do not show caller information.
Additionally, the unit will not accept faxes originating from numbers that match the ones on a programmable junk fax prohibitor list.

Important:

- **This feature does not work if you receive faxes manually.**

9.9.1 Activating the junk fax prohibitor

1 Press 【MENU】 repeatedly to display "JUNK FAX PROH.". → 【►】

2 Press 【▼】 or 【▲】 repeatedly to select "ON". → 【SET】

3 Press 【⊘】 to exit.

9.9.2 Storing undesired callers

You can register up to 20 undesired numbers from the Caller ID list (page 68) if you do not wish to receive faxes from them.

1 Press 【MENU】 repeatedly to display "JUNK FAX PROH.".

2 Press 【►】 repeatedly to display "JUNK LIST SET". → 【SET】

3 Press 【▼】 or 【▲】 repeatedly to display the party you do not want to receive faxes from. → 【SET】

4 Press 【⊘】 3 times to exit.

To display the junk fax prohibitor list

1. Press 【MENU】 repeatedly to display "JUNK FAX PROH.".
2. Press 【►】 repeatedly to display "JUNK LIST DISP.". → 【SET】
3. Press 【▼】 or 【▲】 to display the items on the list.
4. Press 【⊘】 to exit.

To print the junk fax prohibitor list

1. Press 【MENU】 repeatedly to display "JUNK FAX PROH.".
2. Press 【►】 repeatedly to display "JUNK LIST PRINT". → 【SET】
3. Press 【⊘】 2 times to exit.

To erase an item from the junk fax prohibitor list

1. Press 【MENU】 repeatedly to display "JUNK FAX PROH.".

2. Press 【►】 repeatedly to display "JUNK LIST DISP.". → 【SET】
3. Press 【▼】 or 【▲】 repeatedly to display the desired item. → 【◄】
   - To cancel erasing, press 【⏻】, then press 【MENU】.
4. 【SET】 → 【MENU】

9.10 Sending an electronic document as a fax message from your computer

You can access the fax function from a Windows application using Multi-Function Station.
For example, to send a document created from WordPad, proceed as follows.

1 Open the document you want to send.

2 Select **[Print]** from the menu.
   - The **[Print]** dialogue box will appear.

3 Select the PCFAX unit's name as the active printer.

4 Click **[Print]**.
   - The **[Send a Fax]** dialogue box will appear.

5 Enter the fax number using the keypad display or the address book.
   - To stop the operation, click **[Cancel]**.

6 **[Send]**
   - The document will be sent through the unit from your computer.

Note:

- To stop sending, see page 102.
- If the document exceeds the memory capacity of the unit, sending will be cancelled.
- For details, see the help file by selecting **[Help]** from Multi-Function Station.
- Click **[Select...]** to change the active unit.

To prevent sending a fax to the wrong destination

1. Start Multi-Function Station. → **[Application]** → **[PC FAX]**
2. **[Tools]** → **[Function Setup...]**
3. Select the desired setting from the **[Send]** list.
   – **[Display the Fax Send confirmation for every transmission]**: The confirmation dialogue box of the fax number is displayed before sending a fax.
   – **[Do not enter a fax number directly]**: You can only select fax numbers stored in the address book.
   – **[Re-enter to confirm the fax number]**: When entering the fax number using the dial keypad display, re-entry of the number is required.
4. **[OK]**

Note:

- For details about each function, click **[Help]**.

9.11 Receiving a fax on your computer

You can receive a fax document on your computer. The received fax document is saved as an image file (TIFF-G4 format).

Important:

- **Make sure the necessary fax features are set beforehand on page 5.**

1 Press **【FAX AUTO ANSWER】** repeatedly to turn the auto answer setting ON (page 60).

2 Start Multi-Function Station. → **[Application]** → **[PC FAX]**

3 When a fax call is received, your computer will receive a document through the unit.

Note:

- You can also receive an Internet fax document (page 66) on your computer.
- You can view, print or transfer the received document using your computer. However, you cannot transfer a received Internet fax document.
- Messages transferred to your computer will be deleted from the unit.

Viewing a received document

1. Select **[PC FAX]** from Multi-Function Station.
2. Select **[Received Log]** in **[Communication Log]**.
3. Click the item you want to view.
4. Click **[File]** in the menu bar, then select **[View]**, or click the **[View]** icon in the toolbar.
   - The received fax will be displayed.

If a received fax document is stored in the unit's memory

You can load the document into your computer.

1. Select **[PC FAX]** from Multi-Function Station.
2. Select **[Received Log]** in **[Communication Log]**.
3. Click **[File]** in the menu bar. → **[Receive a Fax]**
   - If the PC fax setting (feature #442 on page 83) is activated, the received fax document will be automatically transferred to the computer.

9.11.1 Setting the computer for PC fax reception

You need to select the computer that will be used for receiving faxes.

Important:

- **Make sure the PC fax setting is set to "ALWAYS" or "CONNECTED" beforehand (feature #442 on page 83).**
- **Make sure the fax preview mode is turned OFF beforehand (feature #448 on page 65).**

1 **【MENU】** → **【#】【4】【4】【3】** → **【SET】**

2 Press **【▼】** or **【▲】** repeatedly to select the desired computer.
   - You can display IP address of the selected computer by pressing **【►】**.

3 **【SET】** → **【MENU】**

Note:

- If the unit is not connected to the LAN, the computer connected to the unit by USB is assigned as the default computer for PC fax reception.
- To select the desired computer easily, change the PC name beforehand (page 27).

9.12 Web fax preview (LAN supported models only) ☞

You can display a received fax document in your web browser without printing, and print or save the necessary document after you confirm the image.

Important:

- **Make sure the necessary fax features are set beforehand on page 5.**

9.12.1 Activating the fax preview mode

1 **【MENU】** → **【#】【4】【4】【8】**

2 **【1】** → "ON"
   - **【0】** → "OFF"

3 **【SET】**

4 Enter the password (feature #155 on page 73). → **【SET】**
   - If you are not required to enter the password, the web fax preview access code (feature #450 on page 83) is already set. Press **【MENU】** to exit.

5 Enter the web fax preview access code, up to 8 characters, using the English alphabet and numbers (see page 53 for character entry).
   - The following symbols can also be entered using **【0】** or **【1】**.
     ! @ # $ % ^ & ') (. – _ { }

6 **【SET】** → **【MENU】**

Note:

- When web fax preview is activated, the fax documents are stored in memory.
  The memory may become full of received documents, so delete documents from the memory as soon as possible after viewing or printing them.
- When web fax preview is activated, the PC fax setting (feature #442 on page 83) will be deactivated.
- We recommend you to activate the notification of fax reception (feature #451 on page 83).
- You can change the web fax preview access code (feature #450 on page 83).

9.12.2 Displaying a received fax document on the web browser

Important:

- **Make sure that the unit is idle.**

1 Start Multi-Function Station.

2 **[Device]** → **[Configuration Web Page]**

3 Select the **[Web Fax Preview]** from the menu.

4 Enter the web fax preview access code (feature #450 on page 83). → **[OK]**
   - A list of the received fax documents will be displayed.

5 Click the desired icon to preview, print or save a fax document.
   - While previewing the document, you can manipulate the fax document (Example: enlarge, rotate etc.).

6 Close the web browser.

Note:

- The display speed depends on the contents and size of the document.
- The received fax document is saved as an image file (PDF format). Adobe Reader is required to view it.

What "✓" means

"✓" on the display means the image has already been viewed, printed or saved.

- To delete a document after viewing a fax document in step 5, click **[List]** to go back to the list. You can delete images showing "✓".
- To delete a document after printing or saving a fax document in step 5, click **[Reload]** to update the list. You can delete images showing "✓".

9.13 Transferring faxes to email address (LAN supported models only) ☞

You can automatically transfer a received fax document (fax to email feature) to one or more email addresses.

Important:

- **Make sure the necessary fax features are set beforehand on page 5.**

Note:

- To check the status of the transfer, see page 97.

Useful information:

If you are away from the unit for a long period of time, we recommend the following.

1. Set this feature.
2. Also activate PC FAX (page 65), and keep your computer turned ON.
   - For PC FAX, start Multi-Function Station, then activate **[PC FAX]**.

In this case, data will be transferred to your computer using PC FAX feature, then the transferred data will be deleted from your unit automatically. The same data will also be sent to your email address, so you can check your messages daily, preventing the unit from running out of paper/memory etc.

9.14 Internet fax ☞

Using this feature, you can send and receive documents as email attachments (TIFF-F format) over the Internet. If the other party is using a machine that supports Internet fax, you can send originals directly to the other party without using an email server.

Important:

- **Make sure the necessary fax features are set beforehand (page 5).**

9.14.1 Sending an Internet fax

- We recommend to register email destinations beforehand (page 100).
- Make sure that the **【FAX】** light is ON.

1 Set the original (page 35).

2 If necessary, change the resolution (page 57) and contrast (page 57) according to the type of document.

3 Press **【E-MAIL】** repeatedly to select **"EMAIL SEND"**. → **【SET】**
   - **For models that support 2-sided scanning (☞):**
     To scan a 2-sided original, select the desired binding of the original by pressing **【▼】** or **【▲】** repeatedly. → **【SET】**
     To scan a 1-sided original, select **"OFF"**. → **【SET】**

4 Enter the destination email address (page 67).

5 **When using the scanner glass,** press **【◇】**.
   - The unit will scan 1 page. Wait until **"SCAN:PRESS SET"** **"SEND:PRESS START"** is displayed. Place the next document on the scanner glass and press **【SET】**. Repeat this until all the documents are scanned, then press **【◇】**.

   When using the automatic document feeder (☞), press **【◇】**. All the documents will be scanned. The unit then will start transmission.

Internet fax auto redial

If there is a problem with the LAN connection or if there is no answer, the unit will automatically resend the document 2 or more times.

Specifying the destination

Using dial keypad

Press 【▼】 or 【▲】 repeatedly to select "ENTER ADDRESS". → 【◈】 → enter the email address.

Using address book

Press 【▼】 or 【▲】 repeatedly to display the desired item.

9.14.2 Broadcast transmission of Internet fax

You can send the same document to multiple parties (up to 20). Before using this feature, register email destinations into the broadcast memory for Internet fax (page 100).

- Make sure that the 【FAX】 light is ON.

1 Set the original (page 35).

2 If necessary, change the resolution (page 57) and contrast (page 57) according to the type of document.

3 Press 【E-MAIL】 repeatedly to select "EMAIL SEND". → 【SET】
   - **For models that support 2-sided scanning (☞):**
     To scan a 2-sided original, select the desired binding of the original by pressing 【▼】 or 【▲】 repeatedly. → 【SET】
     To scan a 1-sided original, select "OFF". → 【SET】

4 **When using the address book**
   1. Press 【▼】 or 【▲】 repeatedly to select "<BROADCAST1>", "<BROADCAST2>" or "<BROADCAST3>". → 【◈】

5 **When using the scanner glass,** the unit will scan 1 page. Wait until "SCAN:PRESS SET" "SEND:PRESS START" is displayed. Place the next document on the scanner glass and press 【SET】. Repeat this until all the documents are scanned, then press 【◈】.
   When using the automatic document feeder (☞), all the documents will be scanned. The unit then will start transmission.

Note:

- If there is a problem with the LAN connection or if there is no answer, the document will be skipped and automatically resent later 2 or more times.

9.14.3 Receiving an Internet fax

You can have the unit receive Internet faxes automatically from the email server at a fixed interval. To change the auto receive interval, see feature #428 on page 81.
Internet faxes sent directly without passing through an email server are printed immediately after receiving.

You can confirm received emails manually by following the procedure below.

1 If the 【FAX】 light is OFF, turn it ON.

2 Press 【E-MAIL】 repeatedly to select "EMAIL RECEIVE".

3 【◈】
   - The unit receives any Internet faxes from the email server, and prints them.

10.1 Availability of the Caller ID feature

Important:

- **The Caller ID feature may not be available for your unit. See "☞ List of available features and equipment" on page 3 to determine whether your unit has this feature.**

10.2 Caller ID service

For HK models:
This unit is compatible with the Caller ID service offered by your local telephone company. To use this unit's Caller ID features, you must subscribe to a Caller ID service.
For TW models:
This unit is compatible with Caller ID. Please be sure that both your line and the other party's line support the Caller ID function.

Important:

- **This unit will only display the caller's telephone number and name.**
- **This unit will not support future additional telephone services.**
- **Depending on the service of the local telephone company, the date/time of the call or the caller's name may not be displayed.**

For HK models:

- **This unit is designed in accordance with the ETS (European Telecommunication Standard) and only supports the basic CLIP (Calling Line Identification Presentation) features.**

For TW models:

- **This unit is designed in accordance with DGT regulations and supports both DTMF and FSK Caller ID.**
- **If the unit's Caller ID features do not function properly, confirm that your phone line and the phone line of the caller supports Caller ID. Consult your local telephone company for more information.**

Make sure the following ring count is set to 2 or more rings beforehand.

– FAX ring count (feature #210 on page 75)
– TEL/FAX delayed ring count (feature #212 on page 79) (HK models only)

- The name display service may not be available in some areas. For further information, please contact your telephone company.

10.2.1 How Caller ID is displayed

The calling party's name or telephone number will be displayed after the 1st ring. You have the option of whether or not to answer the call.

The unit will automatically store caller information (name, telephone number and date and time of the call) from the 30 most recent calls. It is possible to view caller information on the display (page 69) or print the entire Caller ID list (page 101). You can also check the Caller ID list through the web browser interface (page 102).

Note:

- When caller information is received and it matches a telephone number stored in the unit's address book, the stored name will be displayed.
- If the unit is connected to a PBX (Private Branch Exchange) system, caller information may not be received properly. Consult your PBX supplier.
- If the unit cannot receive caller information, the following will be displayed:
  "OUT OF AREA": The caller dialled from an area which does not provide Caller ID service.
  "PRIVATE CALLER": The caller requested not to send caller information.
  "LONG DISTANCE": The caller made a long distance call.

To confirm caller information by printing the Caller ID list

– To print manually, see page 101.
– To print automatically after every 30 new calls, activate feature #216 (page 75).

10.3 Viewing and calling back using caller information

Important:

- **If the area code of the received telephone number is the same as yours, the area code may need to be deleted before calling back. This may only apply to some areas. To edit the number, see page 69.**

1 Press **[MENU]** repeatedly to display "**CALLER SEARCH**". → **[SET]**

2 Press **[▲]** to search from the recently received caller information.
- If you press **[▼]**, the display order will be reversed.
- To send a fax, see page 57.

To change the way caller information is displayed

While displaying the desired caller information, press **[►]** repeatedly to change name/telephone number information.

- Depending on the service of the local telephone company, the date/time of the call or the caller's name may not be displayed. (TW models only)

10.3.1 Symbols and operations for caller information

What "✓" means

"✓" on the display means the call has already been viewed or answered.

To stop viewing

Press **[⊘]**.

10.4 Editing a caller's telephone number before calling back/ storing

1 Press **[MENU]** repeatedly to display "**CALLER SEARCH**". → **[SET]**

2 Press **[▼]** or **[▲]** to display the desired item.

3 Press **[►]** to display the telephone number.

4 Press dial key (0 to 9) or **[✱]** to enter the editing mode and edit the telephone number.
- To send a fax, see page 57.

Note:

- The edited telephone number will not be saved in the caller information. To save in the address book, see page 69.

To correct a mistake

1. Press **[◄]** or **[►]** to move the cursor to the incorrect number.
2. Press **[⊘]** to delete the number.
3. Enter the correct number.

To delete a number

Press **[◄]** or **[►]** to move the cursor to the number you want to delete and press **[⊘]**.

10.5 Erasing caller information

10.5.1 Erasing all caller information

1 Press **[MENU]** repeatedly to display "**CALLER SETUP**". → **[SET]**
- "**CALL LIST ERASE**" will be displayed.

2 **[SET]**
- To cancel erasing, press **[⊘]**, then **[MENU]**.

3 **[SET]** → **[⊘]**

10.5.2 Erasing specific caller information

1 Press **[MENU]** repeatedly to display "**CALLER SEARCH**". → **[SET]**

2 Press **[▼]** or **[▲]** repeatedly to display the desired item. → **[◄]** → **[SET]** → **[⊘]**

10.6 Storing caller information

10.6.1 Storing in the address book

1 Press **[MENU]** repeatedly to display "**CALLER SEARCH**". → **[SET]**

2 Press **[▼]** or **[▲]** repeatedly to display the desired item.

3 **[MENU]**

4 Press **[◄]** or **[►]**. → **[SET]**

5 **[SET]**

Note:

- To edit a name or number, see page 55.

11.1 Distinctive Ring service

When a call is made to one of your phone numbers, the telephone company sends a ring pattern to your telephone line to indicate which number the call is intended for. By setting up this unit for Distinctive Ring, you can make the unit automatically start fax reception when a call comes to the fax number.

To use this service, you must subscribe to the Distinctive Ring service offered by your local telephone company. Consult your local telephone company for availability.

11.2 Using two or more phone numbers on a single telephone line

11.2.1 Activating the Distinctive Ring feature

1 **【MENU】 → 【#】【4】【3】【0】**

2 Press **【1】** to select **"ON"**.
- Press **【0】** to select **"OFF"**.

3 **【SET】 → 【MENU】**

Note:
- While the Distinctive Ring feature is activated, you cannot change the receiving mode.

How phone calls and faxes are received

If the incoming call is for the fax number, the unit will ring with the assigned ring pattern and automatically start fax reception.

If the incoming call is for the phone number, the unit will continue ringing.
- If an external telephone answering machine is connected, set the ring count of the answering machine to more than 2.

11.3 Using three or more phone numbers on a single telephone line

You may wish to use three or more phone numbers for a single telephone line. In order to distinguish which number the call was addressed to, a different ring pattern must be assigned for each number.

Example: Using three phone numbers

Telephone number	Ring pattern	Use
012 1234	Standard ring	Personal
012 5678	Double ring	Business
012 9876	Triple ring	Fax

To use one phone number for the fax, program the ring pattern assigned for the fax (feature #431 on page 70). In the example, the ring pattern assigned for fax is a triple ring, so you should program **"C"** (triple ring).

Ring pattern	Selection
Standard ring (one long ring) 1st ring 2nd ring	**【1】"A"**
Double ring (two short rings) 1st ring 2nd ring	**【2】"B"**
Triple ring (short-long-short rings) 1st ring 2nd ring	**【3】"C"**
Other triple ring (short-short-long rings) 1st ring 2nd ring	**【4】"D"**

Note:
- The default setting is **【5】"B-D"**. The fax will respond to all calls with ring tone patterns **"B"**, **"C"** and **"D"**.

11.4 Programming the ring pattern assigned for fax

1 Set feature #430 to **"ON"** (page 70).

2 **【MENU】 → 【#】【4】【3】【1】**

3 Press **【1】** to **【5】** to select the ring pattern assigned for fax. → **【SET】 → 【MENU】**

12.1 Using with the ring detection feature

When you subscribe to a duplex ring service, your telephone company will assign you a new fax number and will also tell you the assigned ring pattern. Please complete the following setup on your unit to identify the assigned ring pattern.

1 **[MENU] → [#][4][3][0]**

2 Press **[1]** to select **"ON"**.
- Press **[0]** to select **"OFF"**.

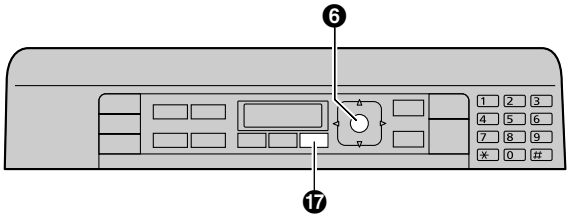
3 **[SET] → [MENU]**

Note:
- While the Distinctive Ring feature is activated, you cannot change the receiving mode.

How phone calls and faxes are received

The unit will recognize incoming faxes on the second ring pattern and answer automatically. For phone calls, the unit will ring as a normal call.
- If an external telephone answering machine is connected, set the ring count of the answering machine to more than 2.

13.1 Programming from the unit



1 【MENU】(❼)
2 Press 【#】 and the 3-digit code (page 72 to page 95).
3 Press the appropriate selection to display the desired setting.
   - This step will vary depending on the feature.
4 【SET】(❻)
5 Press 【MENU】(❼) to exit.

13.1.1 Basic features

Feature	Code	Selection
Date and time[*1]	#101	Enter the date and time using the dial keypad. See page 23 for details.
Your logo[*2]	#102	Enter your logo using the dial keypad. See page 24 for details.
Your fax number[*2]	#103	Enter your fax number using the dial keypad. See page 24 for details.
Dialling mode[*2]	#120	If you cannot dial (page 57), change this setting according to your telephone line service. 【1】"PULSE" 【2】"TONE" (default)
Recall/Flash time[*2]	#121	The recall/flash time depends on your telephone exchange or host PBX. 【0】"900ms" 【1】"700ms" (default for HK models) 【2】"600ms" (default for TW models) 【3】"400ms" 【4】"300ms" 【5】"250ms" 【6】"200ms" 【7】"160ms" 【8】"110ms" 【9】"100ms" 【*】"90ms" 【#】"80ms" **Note:** ● If the unit is connected via a PBX, PBX functions (transferring a call, etc.) might not work correctly. Consult your PBX supplier for the correct setting.
ADSL mode[*2]	#124	When you use a DSL/ADSL line, this feature improves the reliability by reducing the transmission speed. 【0】"OFF" (default) 【1】"ON" **Note:** ● Calling charges may be higher than usual.

Feature	Code	Selection
LCD display contrast	#145	To change the LCD display contrast. **KX-MB2235:** **【1】"NORMAL"** (default) **【2】"DARKER"** **KX-MB2545:** **【1】"-2"** **【2】"-1"** **【3】"0"** (default) **【4】"1"** **【5】"2"**
Scale selection	#147	The selected scale will be used when measurements are shown on the unit's display. **【1】"MILLIMETRES"** (default) **【2】"INCHES"**
Display interval	#148	To set display interval for messages showed alternately. **【1】"1sec"** (default) **【2】"2sec"** **【3】"3sec"** **【4】"4sec"** **【5】"5sec"**
Administrator code	#151	To change the administrator code for mode restriction settings. **1. 【MENU】 → 【#】【1】【5】【1】 → 【SET】** **2.** Enter the current administrator code. **→ 【SET】** ● The default administrator code is **"0000"**. **3.** Enter a new 4-digit administrator code using 0-9. **→ 【SET】** **4.** Enter the new administrator code again. **→ 【SET】 → 【MENU】** **Note:** ● It is recommended that you change this administrator code from the default administrator code.
Mode restriction	#154	To activate the mode restriction. See page 103 for details.
Change password	#155	To change the password for feature programming via remote operation. **1. 【MENU】 → 【#】【1】【5】【5】 → 【SET】** **2.** Enter the current password. **→ 【SET】** ● The default password is **"1234"**. **3.** Enter a new 4-digit password using 0-9. **→ 【SET】** **4.** Enter the new password again. **→ 【SET】 → 【MENU】** **Note:** ● It is recommended that you change this password from the default password. ● This password is also used for feature programming via a web browser (LAN supported models only). (☞)

Feature	Code	Selection
Maintenance time	#158	The unit will automatically activate for self-maintenance. **1. 【MENU】 → 【#】【1】【5】【8】 → 【SET】** **2.** Enter the maintenance start time. ● The default time is **"00:00"**. ● If you selected 12-hour time entry (page 23), press **【*】** repeatedly to select AM or PM. ● If you selected 24-hour time entry (page 23), the time is set using 24-hour time entry. **3. 【SET】 → 【MENU】** **Note:** ● Do not activate the unit during self-maintenance.
Set all features to default	#159	Before you dispose of, transfer or return the product, activate this feature to reset all programmable features and to delete all data stored in memory. Address book (or caller information) and fax transmission data (journal report and faxes received in memory) will be deleted. ● Disconnect the telephone line cord*1, USB cable and LAN cable*2 before activating this feature. *1 Fax supported models only (☞) *2 LAN supported models only (☞) **【0】"NO"** (default) **【1】"YES"** **To reset all features:** **1. 【MENU】 → 【#】【1】【5】【9】** **2. 【1】 → "YES" → 【SET】** **3. 【1】 → "YES" → 【SET】**
Ringer pattern*2	#161	To set the ringer pattern. **【1】"A"** (default) **【2】"B"** **【3】"C"**
Beep sound	#165	To set the beep sounds and keytones. If you wish to hear confirmation/error beep sounds and keytones, activate this feature. **【0】"OFF"** **【1】"ON"** (default) **Note:** ● Even if this feature is set to **"OFF"**, the unit beeps in some cases. For example: – the memory reception alert setting (feature #437 on page 82) is activated (fax supported models only). (☞) – the front cover is opened.
Job end notification	#174	To set the unit to alert you with a beeping sound after a print job is finished. **【0】"OFF"** (default) **【1】"ON"** **Note:** ● This setting is valid for the following: – PC printing – Automatic report/list printing during fax transmission (☞) – Printing received faxes (☞) ● When a printing error occurs, the unit will beep the error beep instead of this beep, even if this feature is set to **"ON"**.

Feature	Code	Selection
FAX ring count[*2]	#210	To change the ring count in FAX ONLY mode. **【1】"1"** **【2】"2"** (default) **【3】"3"** **【4】"4"** **【5】"5"** **【6】"6"** **【7】"7"** **【8】"8"** **【9】"9"** **Note:** ● If you are using the unit with an answering machine, set to more than 4 (page 62).
Automatic Caller ID list[*2]	#216	When **"ON"** is selected, the unit will print the Caller ID list automatically after every 30 new calls (page 68). **【0】"OFF"** (default) **【1】"ON"**
Time adjustment[*2]	#226	Using this feature, the unit's date and time setting will be automatically adjusted when caller information is received. **【1】"AUTO"**: The date and time setting will be automatically adjusted. **【2】"MANUAL"** (default): Deactivates this feature.
All address book erase	#289	To erase all items stored in the address book. ● Disconnect the following cables before activating this feature. – Telephone line cord (fax supported models only) (☞) – USB cable – LAN cable (LAN supported models only) (☞) **【0】"NO"** (default) **【1】"YES"** To erase all items: **1. 【MENU】 → 【#】【2】【8】【9】** **2. 【1】 → "YES" → 【SET】** **3. 【1】 → "YES" → 【SET】 → 【MENU】**

Feature	Code	Selection
Paper size in the standard input tray	#380	To set the recording paper size in the standard input tray. **【0】"16K"** **【1】"LETTER"** **【2】"LEGAL"** **【3】"A4"** (default) **【4】"A5"** **【6】"B5(ISO)"** **【7】"B5(JIS)"** **【✱】"216X330"** **【#】"216X340"** **Note:** ● If any of the following paper sizes is selected, received fax documents will be stored in memory (fax supported models only). (☞) – **"A5"** – **"B5(JIS)"** – **"B5(ISO)"** – **"16K"** ● If you have set feature #147 to **"INCHES"**, the numbers are displayed in inches.
Paper size in the manual tray/ multi-purpose tray	#381	To set the recording paper size in the manual tray/multi-purpose tray. **【0】"16K"** **【1】"LETTER"** **【2】"LEGAL"** **【3】"A4"** (default) **【4】"A5"** **【5】"A6"** **【6】"B5(ISO)"** **【7】"B5(JIS)"** **【8】"B6(ISO)"** **【9】"B6(JIS)"** **【✱】"216X330"** **【#】"216X340"** **Note:** ● If you have set feature #147 to **"INCHES"**, the numbers are displayed in inches.

Feature	Code	Selection
Paper size in the lower input tray*3	#382	To set the recording paper size in the lower input tray. **【0】"16K"** **【1】"LETTER"** **【2】"LEGAL"** **【3】"A4"** (default) **【4】"A5"** **【6】"B5(ISO)"** **【7】"B5(JIS)"** **【✱】"216X330"** **【#】"216X340"** **Note:** ● This feature will be displayed only when the lower input tray is installed (page 105). ● If any of the following paper sizes is selected, received fax documents will be stored in memory (fax supported models only). (☞) – **"A5"** – **"B5(JIS)"** – **"B5(ISO)"** – **"16K"** ● If you have set feature #147 to **"INCHES"**, the numbers are displayed in inches.
Paper type for the standard input tray	#383	To set the recording paper type for the standard input tray. **【1】"PLAIN PAPER"** (default) **【2】"THIN PAPER"** **Note:** ● This setting will be deactivated when printing from a computer. To set the recording paper type for printing, see page 37.
Paper type for the manual tray/ multi-purpose tray	#384	To set the recording paper type for the manual tray/multi-purpose tray. **【1】"PLAIN PAPER"** (default) **【2】"THIN PAPER"** **【3】"THICK PAPER"** **Note:** ● This setting will be deactivated when printing from a computer. To set the recording paper type for printing, see page 37.
Paper type for lower input tray*3	#385	To set the paper type for the lower input tray. **【1】"PLAIN PAPER"** (default) **【2】"THIN PAPER"** **Note:** ● This feature will be displayed only when the lower input tray is installed (page 105). ● This setting will be deactivated when printing from a computer. To set the recording paper type for printing, see page 37.
Input tray setting for lists and reports*3	#390	To set the input tray to use for lists and reports. **【1】"#1"** (default): Standard input tray. **【3】"#3"**: Lower input tray. **【4】"#1+#3"***1 *1 These options are displayed only when the paper size (feature #380 on page 76 or feature #382 on page 77) and the media type (feature #383 on page 77 or feature #385 on page 77) match. If either is changed, this setting will be changed accordingly.

Feature	Code	Selection
Power save	#403	To set the length of time before the unit enters power save mode. **【1】"1min"** (default) **【2】"5min"** **【3】"15min"** **【4】"30min"** **【5】"45min"** **Note:** ● During power save mode, the unit needs to preheat the fuser unit before it can begin printing.
Contrast hold	#462	To hold the previous contrast setting. **【0】"DISABLED"** (default) **【1】"ENABLED"** **Note:** ● The previous setting will be held individually for copying. ● The previous setting will be held individually for sending faxes (fax supported models only). (☞)
Default operation mode*2	#463	To select the default operation mode when the selected time of the mode timer (feature #464) elapses. **【1】"COPY"** (default) **【2】"FAX"** **Note:** ● You cannot select scan mode using this feature.
Mode timer*2	#464	To set the timer before returning to the default operation mode (feature #463). **【0】"OFF"** **【1】"30s"** **【2】"1min"** (default) **【3】"2min"** **【4】"5min"**
Counter view for departments	#479	To view the count number of copies/prints for departments. See page 103 for details.
Toner save	#482	To set the toner save feature. When **"ON"** is selected, the toner cartridge will last longer. **【0】"OFF"** (default) **【1】"ON"** **Note:** ● This feature may lower the print quality by reducing toner consumption. ● This setting is valid for copying, and when the unit prints reports/lists. ● This setting is invalid for printing received faxes (fax supported models only). (☞)

*1 Only for models that support the fax feature or LAN connection. (☞)
*2 Only for models that support the fax feature. (☞)
*3 Only for models that support the lower input tray. (☞)

13.1.2 Fax features ☞

Feature	Code	Selection
TEL/FAX delayed ring count	#212	**Important:** ● **This feature is not available for TW models.** If you use an extension telephone in TEL/FAX mode, select the desired number of times the extension telephone rings before the unit answers the call. **【1】“1”** **【2】“2”** (default) **【3】“3”** **【4】“4”** **【5】“5”** **【6】“6”** **【7】“7”** **【8】“8”** **【9】“9”** **Note:** ● See page 61 for details.
Sending report	#401	To print a sending report. **【0】“OFF”**: Sending reports will not be printed. **【1】“ON”**: A sending report will be printed after every fax transmission. **【2】“ERROR”** (default): A sending report will be printed only when fax transmission fails.
Automatic journal report	#402	When **“ON”** is selected, the unit will print a journal report automatically after every 30 new fax transmissions and receptions (page 58). **【0】“OFF”** **【1】“ON”** (default)
Manual answer mode	#404	**Important:** ● **This feature is not available for TW models.** To change the receiving mode in the manual answer setting (page 61). **【1】“TEL”** (default) **【2】“TEL/FAX”**
Default fax resolution	#405	To change the default resolution setting for fax. **【1】“STANDARD”** (default): For normal-sized characters. **【2】“FINE”**: For small-sized characters. **【3】“SUPER FINE”**: For very small-sized characters. **【4】“PHOTO”**: For photographs, shaded drawings, etc. **Note:** ● Using the **“FINE”**, **“SUPER FINE”** and **“PHOTO”** settings will increase transmission time.
Duplex print setting for fax reception	#407	To set the duplex print for fax reception. **【0】“OFF”** (default) **【1】“LONG EDGE”** **【2】“SHORT EDGE”**

Feature	Code	Selection
Overseas mode	#411	If you cannot send a fax overseas even if the number is correct and the line is connected, activate this feature before sending the fax. This feature improves the reliability by reducing the transmission speed. Calling charges may be higher than usual. **【0】"OFF"**: Deactivates this feature. **【1】"NEXT FAX"**: This setting is effective only for the next attempted fax transmission. After transmission, the unit will return to the previous setting. **【2】"ERROR"** (default): When the previous fax transmission fails and you want to re-send the document. **Note:** ● This feature is not available for broadcast transmission.
Delayed send	#412	To send a fax at a specific time. See page 58 for details.
ECM selection	#413	To set the Error Correction Mode (ECM). This feature is available when the sending / receiving fax machines are ECM compatible. When **"ON"** is selected, fax transmission / reception will be carried out so that the errors do not occur. **【0】"OFF"** **【1】"ON"** (default)
Connecting tone	#416	If you often have trouble when sending faxes, this feature allows you to hear connecting tones: fax tone, ring back tone and busy tone. You can use these tones to confirm the status of the other party's machine. **【0】"OFF"** **【1】"ON"** (default) **Note:** ● If the ring back tone continues, the other party's machine may not be a fax machine or may have run out of paper. Check with the other party. ● The connecting tone cannot be adjusted individually. It will be changed according to the monitor volume (page 23).
Maximum fax speed	#418	To set the maximum fax speed. The fax speed may be lower than the selected speed depending on your line. **【1】"14.4kbps"** **【2】"33.6kbps"** (default)
Quick scan mode	#419	To enable quick scan mode. When **"ALWAYS"** is selected, the unit will scan the document and store it into memory first, then the unit will start sending the documents. **【0】"OFF"** (default) **【1】"ALWAYS"**
Confirming the destination	#420	To confirm the destination before sending a fax. When **"ON"** is selected, you can send a fax after confirming the destination. When the displayed destination is correct, press **【◈】** to send the fax. **【0】"OFF"** (default) **【1】"ON"**
Dial keypad entry restriction	#421	If you want to restrict dialling fax numbers manually using the dial keypad (to avoid misdialling, for example), activate this feature. **【0】"OFF"** (default) **【1】"ON"** **Note:** ● If you select **"ON"**, you cannot make redial calls to fax numbers entered using the dial keypad. ● If you select **"ON"**, the fax number re-entry setting (feature #422 on page 81) will be deactivated.

Feature	Code	Selection
Fax number re-entry	#422	When **"ON"** is selected, if you dial a fax number manually using the dial keypad, you have to re-enter the number and press **【◈】**. When the 2nd entry number matches the 1st entry number, you can send the fax. **【0】"OFF"** (default) **【1】"ON"**
Confirming the next document	#424	When **"ON"** is selected, after the document is scanned using the automatic document feeder during fax memory transmission, the message shows to confirm the next document. Insert the next document and press **【SET】**. → **【◈】** **【0】"OFF"** (default) **【1】"ON"**
Direct SMTP[*1]	#425	For registering an email address when **"ON"** is selected, you can set the direct SMTP for the email address. **【0】"OFF"** (default) **【1】"ON"**
Delivery notice[*1]	#426	When **"ON"** is selected, a delivery notice is sent to the receiver of the Internet fax. If the receiver returns the notice, a sending report will be printed. **【0】"OFF"** **【1】"ON"** (default)
POP timer setting[*1]	#428	To set the POP timer. **1. 【MENU】 → 【#】【4】【2】【8】** **2.** Set the POP timer (the interval of receiving Internet fax automatically) to a value between **"00"** and **"60"** minutes using the dial keypad. ● The default is **"03"** minutes. ● If you do not want to receive an Internet fax automatically (page 67), set the timer to **"00"**. **3. 【SET】 → 【MENU】**
Activating the Distinctive Ring feature	#430	**【0】"OFF"** (default) **【1】"ON"** For details for TW models, see page 70. For details for HK models, see page 71.
Setting the ring pattern for fax (Distinctive Ring feature)	#431	**Important:** ● **This feature is not available for HK models.** **【1】"A"** **【2】"B"** **【3】"C"** **【4】"D"** **【5】"B-D"** (default) See page 70 for details.
Auto reduction	#432	To receive a fax document that is longer than your recording paper. When **"ON"** is selected, the unit will fit received documents onto your recording paper. **【0】"OFF"** **【1】"ON"** (default)

Feature	Code	Selection
Fax activation code	#434	If you wish to use an extension telephone to receive faxes, activate this feature and program the activation code. **【0】"OFF"** **【1】"ON"** (default) **Important:** ● **The fax activation code must be different from the code that you programmed on the answering machine.** **To change the fax activation code** **1. 【MENU】 → 【#】【4】【3】【4】** **2. 【1】 → "ON" → 【SET】** **3.** Enter your code from 2 to 4 digits, using 0-9, **【✱】** and **【#】**. ● For HK models, the default code is **"✱✱✱9"**. ● For TW models, the default code is **"✱#9"**. **4. 【SET】 → 【MENU】**
Silent fax ring count	#436	**Important:** ● **This feature is not available for TW models.** To change the number of times the unit rings while in TEL/FAX mode. **【3】"3"** (default) **【4】"4"** **【5】"5"** **【6】"6"** **【7】"7"** **【8】"8"** **【9】"9"** **Note:** ● See page 61 for details.
Memory reception alert	#437	To alert you with a beeping sound when a received fax document is stored into memory. **【0】"OFF"** **【1】"ON"** (default) **Note:** ● If documents are stored into memory due to some printing problem, the beeps will continue until you solve the problem. If a message is displayed, see page 109 to page 111 for directions on printing out the stored documents. Make sure the unit is supplied with enough paper to print the stored document. ● If documents are stored into memory due to activating the web fax preview (feature #448 on page 65), the unit will not beep. However, the unit will start to beep when the memory is nearly full (LAN supported models only). (☞)
Friendly reception	#438	To receive a fax automatically when you answer a call and hear a fax calling tone (slow beep). When **"ON"** is selected, you do not have to press **【◈】**, and then **【2】** for fax reception. **【0】"OFF"** **【1】"ON"** (default)
Input tray setting for fax[*2]	#440	**【1】"#1"**: Standard input tray **【2】"#3"**: Lower input tray **【3】"AUTO"** (default): The unit will automatically select the proper tray according to the paper size of the received faxes. **Note:** ● This feature will be displayed only when the lower input tray is installed (page 105).

Feature	Code	Selection
PC fax setting	#442	If you wish to receive a fax to a computer, activate this feature and run **[PC FAX]** from Multi-Function Station. This feature is available only when the fax preview mode is turned OFF (feature #448 on page 65) (LAN supported models only). (☞) **【0】"OFF"** (default): Deactivates this feature. **【1】"ALWAYS"**: If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will store received documents into memory, and then transfer the data after recognition of the computer connection. **【2】"CONNECTED"**: If the unit recognizes the connection to the computer, it will transfer received documents to the computer. If the unit cannot recognize the connection, it will print the data.
PC fax reception[*3]	#443	To select the computer that will be used for receiving a fax. See page 65 for details.
Fax preview mode[*3]	#448	To set the fax preview mode. See page 65 for details.
Web fax preview access code[*3]	#450	To set the web fax preview access code. **1. 【MENU】 → 【#】【4】【5】【0】 → 【SET】** **2.** Enter the password (feature #155 on page 73). **→ 【SET】** **3.** Enter the web fax preview access code, up to 8 characters, using the English alphabet and numbers (see page 53 for character entry). ● The following symbols can also be entered using **【0】** or **【1】**. ! @ # $ % ^ & ') (. - _ { } **4. 【SET】 → 【MENU】**
Fax receive notify	#451	When **"ON"** is selected, the computer connected to your unit using USB/LAN[*1] will receive a notification when a fax document is received. *1 LAN supported models only (☞) **【0】"OFF"** (default) **【1】"ON"** **Note:** ● **When connecting to the LAN (☞):** Register computers to which fax reception notifications will be sent through the web browser interface (page 96).
Fax to email address setting[*3]	#452	If you wish to transfer a received fax document to desired email address, activate this feature (page 66). **【0】"OFF"** (default) **【1】"ON"**
All received fax erase	#458	To erase all received fax memory. ● Disconnect the following cables before activating this feature. – Telephone line cord – USB cable – LAN cable (LAN supported models only) (☞) **【0】"NO"** (default) **【1】"YES"** **1. 【MENU】 → 【#】【4】【5】【8】** **2. 【1】 → "YES" → 【SET】 → 【SET】 → 【MENU】**

Feature	Code	Selection
Set fax features to default	#459	To reset fax features to their default settings. **【0】"NO"** (default) **【1】"YES"** **1. 【MENU】 → 【#】【4】【5】【9】** **2. 【1】 → "YES" → 【SET】 → 【SET】 → 【MENU】**

*1 Only for models that support the Internet fax feature. (☞)
*2 Only for models that support the lower input tray. (☞)
*3 Only for models that support LAN connection. (☞)

13.1.3 Copy features

Feature	Code	Selection
Input tray setting for copy	#460	To set the input tray to use for copy. **KX-MB2235:** **【1】"#1"** (default): Standard input tray **【2】"#2"**: Manual tray*1 *1 Even if you select **"#1"**, recording paper will always be fed from the manual tray if there is recording paper in the manual tray. **KX-MB2545:** **【1】"#1"** (default): Standard input tray **【2】"#2"**: Multi-purpose tray **【3】"#3"**: Lower input tray **【4】"#1+#2+#3"**, **"#1+#2"**, **"#1+#3"** or **"#2+#3"***1 *1 These options are displayed only when the paper size (feature #380 on page 76, feature #381 on page 76 or feature #382 on page 77) and the media type (feature #383 on page 77, feature #384 on page 77 or feature #385 on page 77) match. If either is changed, this setting will be changed accordingly.
Default copy resolution	#461	To change the default resolution setting for copying. **【1】"TEXT/PHOTO"** (default): For documents containing both text and photographs. **【2】"TEXT"**: For documents containing only text. **【3】"PHOTO"**: For documents containing photographs, shaded drawings, etc.
Page layout hold	#467	To hold the previous page layout setting. **【0】"DISABLED"** (default) **【1】"ENABLED"**
Zoom hold	#468	To hold the previous zoom setting. **【0】"DISABLED"** (default) **【1】"ENABLED"**
Collate hold	#469	To hold the previous collate setting. **【0】"DISABLED"** (default) **【1】"ENABLED"**
Duplex hold	#470	To hold the previous duplex setting. **【0】"DISABLED"** (default) **【1】"ENABLED"** **Note:** ● When this feature is activated, it will be effective for the following: – When making 1-sided originals into 2-sided copies (page 47). – When making 2-sided originals into 2-sided copies (page 47). ● Even if this feature is activated, it will not be effective when making 2-sided originals into 1-sided copies (page 47). ● When making 2-sided originals into 2-sided copies, the original document settings will be reset even if this feature is activated. See step 2 to 4 on page 47 to change the setting again.
Edge hold	#473	To hold the previous edge setting. **【0】"DISABLED"** (default) **【1】"ENABLED"**
Frame margin	#474	To set the frame margin. When **"ENABLED"** is selected, your copies will be automatically reduced according to the margin setting. However, if you change the zoom rate (page 46), your copies will not be automatically reduced. **【0】"DISABLED"** (default) **【1】"ENABLED"**

Feature	Code	Selection
Margin hold	#475	To hold the previous margin setting. **【0】"DISABLED"** (default) **【1】"ENABLED"**

13.1.4 PC print features

Feature	Code	Selection
Input tray in PCL*1	#760	To set the input tray in PCL. **KX-MB2235:** **【1】"#1"** (default): Standard input tray **【2】"#2"** : Manual tray*1 *1 Even if you select **"#1"**, recording paper will always be fed from the manual tray if there is recording paper in the manual tray. **KX-MB2545:** **【1】"#1"** (default): Standard input tray **【2】"#2"**: Multi-purpose tray **【3】"#3"**: Lower input tray **【4】"#1+#2+#3"**, **"#1+#2"**, **"#1+#3"** or **"#2+#3"***1 *1 These options are displayed only when the paper size (feature #380 on page 76, feature #381 on page 76 or feature #382 on page 77) and the media type (feature #383 on page 77, feature #384 on page 77 or feature #385 on page 77) match. If either is changed, this setting will be changed accordingly.
Number of copies in PCL*1	#762	**1. 【MENU】 → 【#】【7】【6】【2】 → 【SET】** **2.** Enter the number of copies from **"001"** to **"999"**, using the dial keypad. • The default setting is **"001"**. **3. 【SET】 → 【MENU】**
Paper size in PCL*1	#763	To set the recording paper size in PCL. **【0】"16K"** **【1】"LETTER"** **【2】"LEGAL"** **【3】"A4"** (default) **【4】"A5"** **【5】"A6"** **【6】"B5(ISO)"** **【7】"B5(JIS)"** **【8】"B6(ISO)"** **【9】"B6(JIS)"** **【*】"216X330"** **【#】"216X340"** **Note:** • When you set feature #147 to **"INCHES"**, the numbers are displayed in inches.
Image reduction in PCL*1	#764	When **"ON"** is selected, the document resolution will be automatically reduced when the data size is too large to print. **【0】"OFF"** **【1】"ON"** (default) **Note:** • This feature may lower the print quality by reducing the resolution.
Recording paper direction in PCL*1	#765	To set the recording paper direction in PCL. **【1】"PORTRAIT"** (default) **【2】"LANDSCAPE"**
A4 wide printing in PCL*1	#766	If **"ON"** is selected, the margin and printable area of A4 recording paper will be changed so that 80 characters in 10 cpi font may be printed on a line. **【0】"OFF"** (default) **【1】"ON"**

Feature	Code	Selection
Setting the line per page in PCL*1	#767	To set the number of lines per page in PCL printing. **1. 【MENU】 → 【#】【7】【6】【7】 → 【SET】** **2.** Enter the number of lines per page from **"005"** to **"128"**, using the dial keypad. ● The default setting is **"064"**. **3. 【SET】 → 【MENU】**
Font source in PCL*1	#768	**"DOWNLOAD FONT"** can be selected after the downloaded font is registered to the unit. **【1】"RESIDENT"** (default): The document will be printed using resident font. **【2】"DOWNLOAD FONT"**: The document will be printed using download font.
Font number in PCL*1	#769	To set the font number to be used in PCL printing. The unit assigns a number to each font. **1. 【MENU】 → 【#】【7】【6】【9】 → 【SET】** **2.** Enter the font number from **"000"** to **"054"**, using the dial keypad. ● The default setting is **"000"**. **3. 【SET】 → 【MENU】** **Note:** ● If the font source in PCL (feature #768 on page 88) is set to **"DOWNLOAD FONT"**, the default setting is **"001"**. ● To print the font list, see page 101.
Font pitch/point in PCL*1	#770	To set the font pitch/point to be used in PCL printing. **1. 【MENU】 → 【#】【7】【7】【0】 → 【SET】** **2.** Enter the font pitch from **"00.44"** to **"99.99"**, or the point from **"004.00"** to **"999.75"**, using the dial keypad. ● The default pitch is **"10.00"** and the default point is **"012.00"**. ● Whether this step is font pitch or point depends on the font number selected in feature #769 (page 88). **3. 【SET】 → 【MENU】**
Symbol set in PCL*1	#771	To set the symbol set to be used in PCL printing. **1. 【MENU】 → 【#】【7】【7】【1】** **2.** Press **【▼】** or **【▲】** repeatedly to display the desired symbol set. **→ 【SET】 → 【MENU】**
Line breaks in PCL*1	#772	To set each behaviour when receiving CR, LF, and FF codes. **【1】"CR/LF/FF"** (default): CR=CR, LF=LF, FF=FF **【2】"CR+LF/LF/FF"**: CR=CR+LF, LF=LF, FF=FF **【3】"CR/CR+LF/CR+FF"**: CR=CR, LF=CR+LF, FF=CR+FF
Auto continue mode*1	#773	To set the length of time before the unit recovers if a memory overflow occurs. **【1】"OFF"** (default) **【2】"20s"** **【3】"30s"** **【4】"60s"** **【5】"90s"** **【6】"120s"**

Feature	Code	Selection
Data timeout	#774	To change the data timeout setting. The unit will automatically print the remaining data in memory when the computer does not send data to the unit during the set time. **1. 【MENU】 → 【#】【7】【7】【4】 → 【SET】** **2.** Enter the desired data timeout setting from **"005"** seconds to **"600"** seconds, using the dial keypad. ● The default setting is **"060"** seconds. **3. 【SET】 → 【MENU】**
Mutual A4/letter print	#776	This feature allows printing in A4-size even if letter-size recording paper is loaded, and vice versa. When **"ON"** is selected, printing is possible between A4/letter-size. **【0】"OFF"** **【1】"ON"** (default) **Note:** ● This feature is not available for the multi-purpose tray/manual tray.

*1 Only for models that support the PCL driver. (☞)

13.1.5 Scan features

Feature	Code	Selection
Scan mode	#493	To set the scan mode for Push Scan. See page 42 for details. **【1】"VIEWER"** (default) **【2】"FILE"** **【3】"EMAIL"** **【4】"OCR"** **【5】"EMAIL ADDRESS"** **【6】"FTP SERVER"** **【7】"SMB FOLDER"** **Note:** ● The OCR software may not be supplied for your unit (☞). To use OCR software, you need to specify the path of the OCR software (page 42). ● **LAN supported models only (☞):** Following selections will be displayed only when the server setting is programmed through the web browser interface in advance. – **"EMAIL ADDRESS"** (page 97) – **"FTP SERVER"** (page 97) – **"SMB FOLDER"** (page 97)
Scan parameter hold	#494	To hold the previous scanning parameter for Push Scan. When **"ENABLED"** is selected, the unit will hold the previous scan settings for each mode of push scan. **【0】"DISABLED"** (default) **【1】"ENABLED"**

13.1.6 LAN features ☞

Feature	Code	Selection
DHCP mode	#500	When **"ENABLED"** is selected, the following will be allocated automatically using a DHCP (Dynamic Host Configuration Protocol) server. – IP address – Subnet mask – Default gateway **[0] "DISABLED"** **[1] "ENABLED"** (default)
IP address	#501	To set the IP address for the LAN connection. This feature is available when feature #500 is deactivated. **1. [MENU] → [#][5][0][1] → [SET]** **2.** Enter the IP address of the unit on the LAN using the dial keypad. → **[SET] → [MENU]**
Subnet mask	#502	To set the Subnet mask for the LAN connection. This feature is available when feature #500 is deactivated. **1. [MENU] → [#][5][0][2] → [SET]** **2.** Enter the subnet mask of the network on the LAN using the dial keypad. → **[SET] → [MENU]**
Default gateway	#503	To set the default gateway for the LAN connection. This feature is available when feature #500 is deactivated. **1. [MENU] → [#][5][0][3] → [SET]** **2.** Enter the default gateway of the network on the LAN using the dial keypad. → **[SET] → [MENU]**
DNS server #1	#504	To set the primary DNS server for the LAN connection. This feature is available when feature #500 is deactivated. **1. [MENU] → [#][5][0][4] → [SET]** **2.** Enter the primary DNS server of the network on the LAN using the dial keypad. → **[SET] → [MENU]**
DNS server #2	#505	To set the secondary DNS server for the LAN connection. This feature is available when feature #500 is deactivated. **1. [MENU] → [#][5][0][5] → [SET]** **2.** Enter the secondary DNS server of the network on the LAN using the dial keypad. → **[SET] → [MENU]**
Machine name	#507	To set the machine name. **1. [MENU] → [#][5][0][7] → [SET]** **2.** Enter the name of the unit to recognize on the LAN, up to 15 characters, using the English alphabet and numbers (see page 53 for character entry). ● The first and last letter must be an English alphabet or numbers. ● Hyphen can also be entered using **[1]**. **3. [SET] → [MENU]** **Note:** ● In order to recognize the unit on the LAN, the default name of the unit is assigned automatically. If you change the name, assign a unique name to avoid overlapping.
MAC address	#508	To display the MAC address of the unit. **1. [MENU] → [#][5][0][8] → [SET]** **2.** The MAC address of the unit will be displayed. → **[MENU]**
Bonjour	#513	To set the Bonjour feature. **[0] "DISABLED"** **[1] "ENABLED"** (default)

Feature	Code	Selection
Network status	#526	To view the network status. See page 114 for details.
IP filtering	#532	When **"ENABLED"** is selected, the unit will deny/approve access from the pre-programmed IP patterns. You can program whether to deny or approve IP addresses. Up to 4 patterns each for IPv4 and IPv6 can be programmed through the web browser interface (page 98). **【0】"DISABLED"** (default) **【1】"ENABLED"**
Auto IP	#533	To set the IP address automatically for the LAN connection. This feature is available when feature #500 is activated. When **"ENABLED"** is selected, IP address will be allocated automatically without using a DHCP (Dynamic Host Configuration Protocol) server. **【0】"DISABLED"** (default) **【1】"ENABLED"**
HTTPD	#534	To set HTTPD for the LAN connection. When **"ENABLED"** is selected, you can access to the web server. **【0】"DISABLED"** **【1】"ENABLED"** (default)
IPv6 protocol	#535	When **"ENABLED"** is selected, IPv6 protocol can be used. After installing the printer driver, be sure to change the port to IPv6 protocol. You can check the IPv6 protocol address by printing the **"SETUP LIST"** (page 101). **【0】"DISABLED"** (default) **【1】"ENABLED"** **Note:** ● To activate this feature, you need to turn the power switch of the unit OFF, then ON.
WINS server #1	#538	To set the primary WINS server for the LAN connection. This feature is available when feature #500 is deactivated. **1. 【MENU】→【#】【5】【3】【8】→【SET】** **2.** Enter the primary WINS server of the network on the LAN using the dial keypad. **→【SET】→【MENU】**
WINS server #2	#539	To set the secondary WINS server for the LAN connection. This feature is available when feature #500 is deactivated. **1. 【MENU】→【#】【5】【3】【9】→【SET】** **2.** Enter the secondary WINS server of the network on the LAN using the dial keypad. **→【SET】→【MENU】**
Address book editing on web	#567	When **"ENABLED"** is selected, you can check and edit the address book through the web browser interface. **【0】"DISABLED"** **【1】"ENABLED"** (default)
Caller ID list on web*1	#568	When **"ENABLED"** is selected, you can check the Caller ID list through the web browser interface (page 102). **【0】"DISABLED"** **【1】"ENABLED"** (default)
Journal on web*1	#569	When **"ENABLED"** is selected, you can check the journal report through the web browser interface (page 102). **【0】"DISABLED"** **【1】"ENABLED"** (default)

Feature	Code	Selection
All FTP/SMB address erase	#578	To erase all FTP destinations and SMB folder destinations stored in the unit. ● Disconnect the following cables before activating this feature. – Telephone line cord – USB cable – LAN cable **【0】"NO"** (default) **【1】"YES"** **To erase FTP destinations:** **1. 【MENU】 → 【#】【5】【7】【8】** **2. 【1】 → "YES" → 【SET】** **3. 【1】 → "YES" → 【SET】 → 【MENU】** **To erase SMB folder destinations:** **1. 【MENU】 → 【#】【5】【7】【8】** **2. 【1】 → "YES" → 【SET】** **3. 【0】 → "NO" → 【SET】** **4. 【1】 → "YES" → 【SET】 → 【MENU】**
LAN mode	#580	To select LAN mode. **Important:** ● **To set this feature, make sure that:** – **The unit is in standby mode.** – **The document is not set on the automatic document feeder.** – **The recording paper is not set to the manual tray. (☞)** – **The delayed send feature is not activated (feature #412 on page 58).** **【0】"OFF"** **【1】"WIRED"** (default)

*1 Only for models that support the fax feature. (☞)

13.1.7 USB print features

Feature	Code	Selection
Number of copies in USB print	#660	To set the number of copies to print. **1. [MENU] → [#][6][6][0] → [SET]** **2.** Enter the desired number of copies from **"01"** to **"99"**, using the dial keypad. ● The default setting is **"01"**. **3. [SET] → [MENU]**
Recording paper orientation in USB print	#661	To set the recording paper orientation. **[1] "PORTRAIT"** (default) **[2] "LANDSCAPE"** **Note:** ● See page 41 for details.
N in 1 setting in USB print	#662	Using this feature, you can save paper by printing 2, 4 or 8 pages onto 1 page. The documents' size will be reduced to fit the recording paper. **[0] "OFF"** (default) **[1] "2 in 1"** **[2] "4 in 1"** **[3] "8 in 1"** **Note:** ● See page 41 for details.
N in 1 page border in USB print	#663	To select whether or not to print a line between the pages in N in 1 printing. **[0] "NONE"** (default) **[1] "SOLID LINE"** **Note:** ● See page 41 for details.
Duplex in USB print	#664	To select whether to print pages in duplex and also select the type of binding. **[0] "OFF"** (default) **[1] "LONG EDGE"** **[2] "SHORT EDGE"** **Note:** ● See page 41 for details.
Continuous in USB print	#665	To select whether documents in different file formats are printed onto 1 page when using layout printing and duplex printing. **[0] "DISABLED"** **[1] "ENABLED"** (default) **Note:** ● See page 41 for details.
Input tray in USB print	#669	To set the input tray to use for USB print. **[1] "#1"** (default): Standard input tray **[2] "#2"**: Multi-purpose tray **[3] "#3"**: Lower input tray **[4] "#1+#2+#3"**, **"#1+#2"**, **"#1+#3"** or **"#2+#3"**[*1] *1 These options are displayed only when the paper size (feature #380 on page 76, feature #381 on page 76 or feature #382 on page 77) and the media type (feature #383 on page 77, feature #384 on page 77 or feature #385 on page 77) match. If either is changed, this setting will be changed accordingly.

Feature	Code	Selection
Display sort setting in USB print	#672	【0】**"OFF"** 【1】**"NAME ORDER"**: The files and folders will be sorted alphabetically by name. 【2】**"DATE ORDER"** (default): The files and folders will be sorted by date. **Note:** ● Selecting **"NAME ORDER"** or **"DATE ORDER"** will require some time to sort the files and folders.

13.2 Programming through a web browser (LAN supported models only) ☞

You can change features through the web browser interface instead of the unit.

1 Start Multi-Function Station. → **[Device]** → **[Configuration Web Page]**
- You can also access the unit by entering its IP address in a web browser.

2 Select the desired category from the menu bar.
[Device]: features of the unit
[Network]: network features
[Directory]: registration of the address book, etc

3 Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]**

4 Select the desired feature from the menu.

5 Change the settings or edit the information.
- This step will vary depending on the feature.

6 **[Submit]**
- The new setting will be transferred to the unit.

7 Close the web browser.

Note:
- The settings displayed in the web browser can be updated by clicking **[Reload]**.

13.2.1 Device features

You can program the features of the unit in the **[Device]** menu.
- Most features can be programmed from the unit. For details about the features and selections, see pages 72 to 95 ("13.1 Programming from the unit").
- The following features can be programmed only through the web browser interface.

Feature	Selection
Setting the PC information for notification of fax reception	Select the PC to send fax reception notification message to (up to 6 destinations). **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Device]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select the **[FAX FEATURE]** from the menu. **5.** Select **[ON]** from the **[RECEIVE NOTIFY]** drop-down list. **6.** Click **[Edit]** next to **[RECEIVE PC LIST]**. **7.** Click **[List]** next to the desired destination. **8.** Click the desired PC from the list. → **[Submit]** **9.** Close the web browser.

Feature	Selection
Setting the fax to email destinations	Select email destinations where you want to automatically send received fax documents to (up to 6 destinations). **Important:** ● **Program the email server settings (page 98), and the email destinations (page 98) beforehand.** **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Device]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select the **[FAX FEATURE]** from the menu. **5.** Select **[ON]** from the **[FAX AUTO EMAIL]** drop-down list. **6.** Click **[Edit]** next to **[DESTINATION]**. **7.** Click **[Address Book]** next to the desired destination. **8.** Click the name that you want to send the received fax documents to. **9.** **[Submit]** **10.** Close the web browser. **Note:** ● To check the status of the last 15 transfers, click **[List]** next to **[RESULT]** in step 6.
Setting the information for scan to FTP	When you send scanned files to an FTP server, you can register the FTP destinations (up to 6 destinations) to the unit through the web browser interface. **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Device]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select **[SCAN FEATURE]** from the menu. **5.** Click **[Edit]** next to **[FTP SERVER]**. **6.** Click **[Edit]** next to the desired FTP server. **7.** Enter the server name, IP address, folder path, etc. → **[Submit]** **8.** Close the web browser. **Note:** ● If you do not enter a folder path in step 7, the scanned image will be saved in the root folder.
Setting the information for scan to SMB folder	When you send scanned files to an SMB folder, you can register the SMB folder destinations (up to 6 destinations) to the unit through the web browser interface. **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Device]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select **[SCAN FEATURE]** from the menu. **5.** Click **[Edit]** next to **[SMB FOLDER]**. **6.** Click **[Edit]** next to the desired SMB folder. **7.** Enter the folder name and account information. **8.** Click **[Browse]**, and select a desired computer and/or folder directory from the list. → **[OK]** ● You can also enter the folder directory manually. **9.** **[Submit]** **10.** Close the web browser.

13.2.2 Network features

Feature	Menu	Selection
Setting the LAN features	**[LAN FEATURE]**	Enter the LAN feature settings. See page 91 for details.
Setting the IP filtering	**[LAN FEATURE]**	Enter the IP filtering information. **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Network]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select the **[LAN FEATURE]** from the menu. **5.** Click **[Edit]** next to **[IP FILTERING]**. **6.** Click **[Edit]** next to **[FILTER (IPv4)]**/**[FILTER (IPv6)]**. **7.** Change the mode and edit IP filtering information. → **[Submit]** **8.** Close the web browser.
Setting the community name for SNMP	**[SNMP]**	Enter the SNMP community name. Consult your service provider or network administrator for details.
Setting the location where you use this unit	**[SNMP]**/**[BONJOUR]**	Enter the location information of the unit.
Setting the service name for Bonjour	**[BONJOUR]**	Enter the Bonjour service name.
Displaying the link local address for IPv6	**[IPv6]**	The link local address will be displayed.
Displaying the IPv6 address for auto configuration	**[IPv6]**	The IP address for auto configuration will be displayed.
Setting the IP address for IPv6	**[IPv6]**	Enter the IP address for IPv6. Consult your service provider or network administrator for details.
Setting the default router for IPv6	**[IPv6]**	Enter the default router address for IPv6. Consult your service provider or network administrator for details.
Setting the information for scan to FTP	**[FTP FEATURE]**	Enter the FTP server information to send scanned images from the unit to an FTP server. See page 97 for details.
Setting the information for scan to SMB	**[SMB FEATURE]**	Enter the SMB folder information to send scanned images from the unit to an SMB folder. See page 97 for details.
Setting the email server information for scan to email address, fax to email address and error notify	**[EMAIL FEATURE]**	Enter the email server information to send scanned image, fax message and error notify from the unit via an email. **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Network]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select the **[EMAIL FEATURE]** from the menu. **5.** Click **[Edit]** next to **[EMAIL SERVER]**. **6.** Enter email address (from), email server information, and time zone. **7.** **[Submit]** **8.** Close the web browser.

Feature	Menu	Selection
Setting the email server information for Internet fax	**[EMAIL FEATURE]**	Enter the email server information to send Internet fax from the unit via an email. **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Network]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select the **[EMAIL FEATURE]** from the menu. **5.** Click **[Edit]** next to **[EMAIL FAX SERVER]**. **6.** Enter email address (from), email server information, and time zone. **7.** **[Submit]** **8.** Close the web browser. **Note:** ● To use the direct SMTP for Internet fax, enter the email address (from) in step 6.
Setting the error notify feature	**[ERROR NOTIFY]**	**[ENABLED]**: The unit will send an email to registered destinations when a problem occurs. **[DISABLED]** (default): Deactivates this feature.
Registering destinations for the error notify feature	**[ERROR NOTIFY]**	Enter the email address to which error notifications will be sent and select the types of problems. **[LIFE WARNING]**: A warning indicating that the toner cartridge or drum cartridge needs to be replaced soon. **[MEDIA PATH ERROR]**: An error indicating that there is a problem with an input tray. **[LIFE ERROR]**: An error indicating that the toner cartridge or drum cartridge needs to be replaced.

13.2.3 Directory (address book) features

You can register, edit or erase items in the address book, etc., in **[Directory]** menu.

Feature	Selection
Registering and editing email address and telephone number in the address book	Register email address and telephone number. These items can be used as destinations for the following features. Make sure that address book editing on web (feature #567 on page 92) is set to **"ENABLED"** beforehand. – Sending faxes (page 57) – Sending Internet faxes*1 (page 66) – Scan to email address (page 42) – Fax to email address (Page 66) – Error notify (page 99) *1 If you want to use the destination for the direct SMTP of Internet fax, activate the direct SMTP setting (feature #425 on page 81). **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Directory]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select **[ADDRESS BOOK]** from the menu. **5.** Click **[Edit]** next to the desired item you want to register or edit. **6.** Enter the name, email address, etc. ● If you want to use the email address for Internet fax, select **[ON]** from the **[EMAIL FAX]** drop-down list. If you want to use the email address for direct SMTP of Internet fax, also select **[ON]** from the **[DIRECT SMTP]** drop-down list. **7.** **[Submit]** **8.** Close the web browser. **Note:** ● You can register or edit the destinations using the unit (page 55).
Programming the stored items for broadcast transmission (☞)	The pre-programmed destinations can be used for the following features. – Broadcast transmission for fax (page 58) – Broadcast transmission for Internet fax (page 67) **1.** Start Multi-Function Station. **2.** **[Device]** → **[Configuration Web Page]** → **[Directory]** **3.** Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]** **4.** Select **[BROADCAST]** from the menu. **5.** Click **[List]** next to the desired broadcast memory you want to program. **6.** Click **[Address Book]** next to the desired destination. **7.** Click the name that you want to send the received fax documents to. **8.** Select a desired destination. ● To select the other items, repeat steps 6 to 8 (up to 20 items). **9.** **[Submit]** **10.** Close the web browser.

14.1 Status of the unit

14.1.1 Using Remote Control

You can easily operate the following functions from your computer.

– Programming the features (page 72)
– Storing, editing or erasing items in the address book (page 55)*1
– Storing or erasing items for broadcast transmission (page 55)*2
– Viewing items in the journal report (page 58)*2
– Saving the journal report to your computer*2
– Viewing items in the Caller ID list (page 68)*2
– Storing caller information into the address book (page 69)*2
– Saving the Caller ID list on your computer*2
– Using CSV format (Comma Separated Values format) to import or export the address book*1

*1 Only for models that support the fax feature or LAN connection. (☞)
*2 Only for models that support the fax feature. (☞)

1 Start Multi-Function Station. → **[Device]** → **[Remote Control]**
- The **[Multi-Function Remote Control]** window will appear.

2 Select the desired tab.
- The latest data in the unit will be displayed.

3 Perform the desired operation.
- For details about each function, click **[Help]**.
- To stop the operation, click **[Cancel]**.

4 **[OK]**
- You can also click **[Apply]** to continue the next operation without closing the window.

5 Enter the password (feature #155 on page 73). → **[OK]**
- The new data will be transferred to the unit and the window will close.

Note:

- Some of the features cannot be programmed from your computer.
- If another person is changing the unit settings from the unit's operation panel, the changes made from the PC may be overwritten. So check the unit is not in use before making changes to the settings.

14.1.2 Using Device Monitor

You can confirm the setting information and current status of the unit from your computer.

1 Start Multi-Function Station.

2 **[Device]** → **[Device Monitor]**
- The **[Device Monitor]** window will appear.

3 Confirm the status of the unit.
[Status]: Current status of the unit

Note:

- Additional information (toner and recording paper status, unit information, etc.) will be displayed in **[Status]** tab by clicking **[Advanced Information]**.
- You can update the status of the unit by clicking **[Refresh]**.
- If a printing error occurs, the Device Monitor will start automatically and display the error information.
- For details, see the help file by selecting **[Help]** from Multi-Function Station.

14.1.3 Using the web browser (LAN supported models only) ☞

You can confirm the setting information and status of the unit from the web browser.

1 Start Multi-Function Station. → **[Device]** → **[Configuration Web Page]**
- You can also access the unit by entering its IP address in a web browser.

2 Select a category from the menu.
[Status]: Toner and paper information, etc.
[Information]: Current status of the unit and network information, etc.

3 Confirm the status of the unit.

Note:

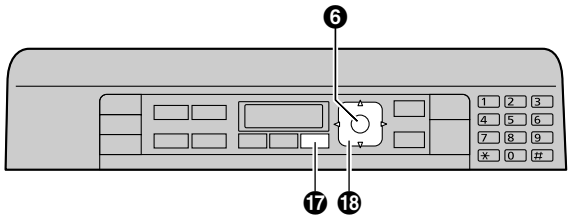
- You can update the status of the unit by clicking **[Reload]**.

14.2 Reference lists and reports

You can print out the following lists and reports for your reference.

– "SETUP LIST"
– "ADDRESS LIST"
– "JOURNAL REPORT"*1
– "BROADCAST LIST"*1
– "PRINTER TEST"
– "CALLER ID LIST"*1
– "PCL FONT LIST"*2
– "FTP SERVER LIST"*3
– "SMB FOLDER LIST"*3
– "DEPT.PRINT COUNT"

*1 Only for models that support the fax feature. (☞)
*2 Only for models that support the PCL driver. (☞)
*3 Only for models that support LAN connection. (☞)



1 Press 【MENU】 (⑰) repeatedly to display "PRINT REPORT".

2 Press 【◄】 or 【►】 (⑱) repeatedly to display the desired item.

3 Press 【SET】 (⑥) to start printing. → 【MENU】 (⑰)

To check the Caller ID list through the web browser interface (LAN and fax supported models only) (☞)

Important:

- **Make sure the Caller ID list on web is set to "ENABLED" beforehand (feature #568 on page 92).**

1. Start Multi-Function Station.
2. **[Device] → [Configuration Web Page] → [Device]**
3. Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]**
4. Select the **[FAX FEATURE]** from the menu.
5. Click **[List]** next to **[CALLER ID]**.
6. The Caller ID list will be displayed.
7. Close the web browser.

To check the journal report through the web browser interface (LAN and fax supported models only) (☞)

Important:

- **Make sure the journal on web is set to "ENABLED" beforehand (feature #569 on page 92).**

1. Start Multi-Function Station.
2. **[Device] → [Configuration Web Page] → [Device]**
3. Type **"root"** as the user name, then enter the password (feature #155 on page 73). → **[OK]**
4. Select the **[FAX FEATURE]** from the menu.
5. Click **[List]** next to **[JOURNAL]**.
6. The journal report will be displayed.
7. Close the web browser.

14.3 Ecology mode

By setting up ecology mode on this unit, you can reduce the number of copies the unit makes and the amount of power consumed by the unit.

When ecology mode is activated, the following will be set automatically.

– 2 in 1 copy is activated.
– Duplex copy is activated.
– LCD backlight is turned OFF. (☞)
– The unit enters power save mode in 1 minute.

Activating ecology mode

1. Press 【ECO】 repeatedly to display "ECO MODE ON".
   - The 【ECO】 light turns ON.
2. 【SET】

Customizing ecology mode

Each ecology mode setting can be changed.

1. Press 【ECO】 repeatedly to display "ECO MODE ON".
2. Press 【◄】 or 【►】 repeatedly to select the setting you want to change.
3. Press 【▼】 or 【▲】 repeatedly to select the desired item.
   - To set other items, repeat steps 2 and 3.
4. 【SET】

Available selections for each setting:

"N in 1"
– "2 in 1"
– "4 in 1"
– "8 in 1"
– "OFF"

"ORIENTATION"
– "PORTRAIT"
– "LANDSCAPE"

"DUPLEX"
– "LONG EDGE"
– "SHORT EDGE"
– "OFF"

"BACKLIGHT" (☞)
– "OFF"
– "AUTO"

14.4 Cancelling the operations

You can cancel the current operation from the unit. You can also select the desired operation to cancel.

1 【⊘】
- If the desired operation is not cancelled, go to step 2.

2 **To cancel printing:**

Press 【⊘】 repeatedly to display "STOP PRINTING?".

To cancel scanning:

Press 【⊘】 repeatedly to display "STOP SCANNING?".

To cancel copying:

Press 【⊘】 repeatedly to display "STOP COPYING?".

To cancel sending or receiving faxes[*1]:
Press 【⊘】 repeatedly to display "STOP FAX?".

To cancel broadcast transmission[*1]:
Press 【⊘】 repeatedly to display "BROAD CANCELLED?".

To cancel fax redialling[*1]:
Press 【⊘】 repeatedly to display "SEND CANCELLED?".

[*1] Only for models that support the fax feature. (☞)

3 【SET】

14.5 Mode restriction

You can restrict output by enabling department codes. Only users who know the department code can:
– make a copy (page 45)
– print a document (page 37)
– print a file from a USB memory device (page 40)

Note:
- You can set department codes and restriction settings for individual departments (up to 10 departments).
- To use the mode restriction feature, do not allow many people to know the administrator code.

14.5.1 Setting the mode restriction

Activating the mode restriction

1. 【MENU】 → 【♯】【1】【5】【4】 → 【SET】
2. Enter the administrator code (feature #151 on page 73). → 【SET】
3. 【1】 → "ON"
   - 【0】 → "OFF"
4. 【SET】 → 【MENU】

Setting mode restriction for departments

Important:
- **Make sure feature #154 is set to "ON" beforehand (page 103).**

1. Press 【MENU】 repeatedly to display "DEPARTMENT SETUP". → 【►】
2. Enter the administrator code (feature #151 on page 73). → 【SET】
3. Press 【◄】 or 【►】 repeatedly to select "NEW". → 【SET】
4. Enter the name, up to 16 characters (see page 53 for character entry). → 【SET】
5. Enter a 4-digit department code using 0-9. → 【SET】
6. If necessary, change the "PRINT" or "COPY" setting. Press 【▼】 or 【▲】 repeatedly to select the desired setting. → 【SET】
7. 【MENU】

Editing mode restriction for departments

Important:
- **Make sure feature #154 is set to "ON" beforehand (page 103).**

1. Press 【MENU】 repeatedly to display "DEPARTMENT SETUP". → 【►】
2. Enter the administrator code (feature #151 on page 73). → 【SET】
3. Press 【◄】 or 【►】 repeatedly to select "EDIT". → 【SET】
4. Press 【▼】 or 【▲】 repeatedly to display the desired item. → 【MENU】 → 【✱】
5. Edit the name if necessary. → 【SET】
6. Edit the department code if necessary. → 【SET】
7. Edit the department settings if necessary. Press 【▼】 or 【▲】 repeatedly to select the desired setting. → 【SET】
8. 【⊘】 → 【MENU】

Erasing a stored item

Important:
- **Make sure feature #154 is set to "ON" beforehand (page 103).**

1. Press 【MENU】 repeatedly to display "DEPARTMENT SETUP". → 【►】
2. Enter the administrator code (feature #151 on page 73). → 【SET】
3. Press 【◄】 or 【►】 repeatedly to select "EDIT". → 【SET】
   - To erase all items, press 【◄】 or 【►】 repeatedly to select "ERASE ALL". → 【SET】 → 【SET】 → 【⊘】
4. Press 【▼】 or 【▲】 repeatedly to display the desired item. → 【MENU】 → 【♯】
   - To cancel erasing, press 【⊘】.
5. 【SET】 → 【MENU】

14.5.2 Counter view and print for departments

Viewing the count number of copies/prints for departments

1. 【MENU】 → 【♯】【4】【7】【9】 → 【SET】
2. Enter the administrator code (feature #151 on page 73). → 【SET】
3. Press 【▼】, 【▲】, 【◄】 or 【►】 repeatedly to select the desired item. → 【MENU】

Printing a report of the count number of copies/ prints for departments

1. Press 【MENU】 repeatedly to display "PRINT REPORT".
2. Press 【◄】 or 【►】 repeatedly to select "DEPT.PRINT COUNT". → 【SET】
3. Enter the administrator code (feature #151 on page 73). → 【SET】
4. 【MENU】

Resetting the counters for departments

1. Press 【MENU】 repeatedly to display "DEPARTMENT SETUP". → 【►】
2. Enter the administrator code (feature #151 on page 73). → 【SET】
3. Press 【◄】 or 【►】 repeatedly to select "RESET COUNTER". → 【SET】
4. 【SET】 → 【⊘】
   - To cancel resetting, press 【⊘】.

Note:

- The count numbers of copies/prints will be reset only when the mode restriction (feature #154 on page 103) is activated.

14.6 USB Memory device

You can print files stored on a USB memory device and save files to a USB memory device.

Note:

- A mass storage class USB memory device (Format: FAT12/FAT16/FAT32, sector size: 512 bytes) can be used with this unit.
- The following types of USB memory devices cannot be used:
  - NTFS formatted devices
  - Multiple-LUN (Logical Unit Number) USB flash memory device
  - Multiple-partition USB flash memory device
  - devices with a security/encryption feature
  - devices with a built-in USB hub feature

  Even if your USB memory is not these types, it may not work with this unit.
- If the USB flash memory device is connected via a USB hub, the USB flash memory device will not be recognised. Do not connect via a USB hub.
- To re-connect a USB memory device, make sure to fully remove the USB memory device before connecting it again.
- Up to approximately 10 MB of free space may be required for each scanned page.
- To assure continued emission limit compliance:
  - use only USB memory that complies with EMC standards (Example: CE, FCC)

File folder in a USB memory device

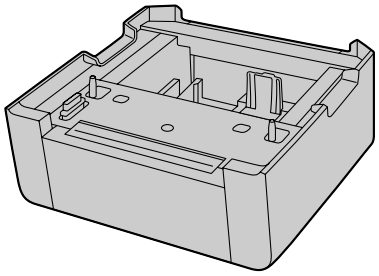
When you save files into the USB memory device, the following folder is made on the USB memory device.
USB:/(Unit name)/IMAGE/XXXXXXXX
("XXXXXXXX" is the last 8 digits of the MAC address.)

Important:

- **Do not remove the USB memory device or turn the power switch off while reading or writing data. This could damage the unit or corrupt the file.**
- **Be sure to make a backup copy of the data.**
- **We are not responsible for any damages incurred to your USB memory device resulting from corrupted, or lost data.**
- **When disposing or giving away the USB memory device, we recommend to erase the stored data. The data that is stored on a USB memory device is the sole responsibility of you, the customer.**

14.7 Lower input tray (optional)

You can add a lower input tray. See page 13 for accessory information.



For number of sheets the unit can load, see page 139.

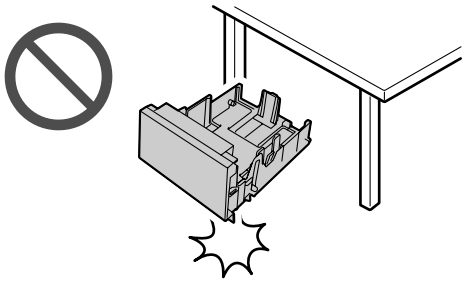
- **The unit is set for printing A4-size plain paper by default.**
  - **To use other paper sizes, change the recording paper size setting (feature #382 on page 77).**
  - **To use other paper types, change the recording paper type setting (feature #385 on page 77).**

Important:

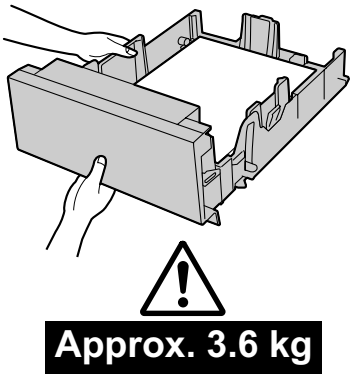
- **Before starting installation of the lower input tray, be sure to unplug the power cord from the unit.**
- **After installation, you can select the lower input tray to be used for the following:**
  - **Paper input tray setting for lists and reports printing (feature #390 on page 77).**
  - **Paper input tray setting for faxing (feature #440 on page 82). (☞)**
  - **Paper input tray setting for copying (feature #460 on page 85).**
  - **Paper input tray for PCL (feature #760 on page 87). (☞)**
- **To use the lower input tray with your computer, you need to change the printer properties. See page 105 for details.**

Caution for the lower input tray

- **Do not drop the lower input tray.**



- **Hold the lower input tray with both hands when removing or installing. The lower input tray weighs approximately 3.6 kg when fully loaded with recording paper.**



- Do not position the unit in a location where it is unstable or subject to vibrations. The unit weighs approximately 25 kg when the lower input tray is installed and fully loaded with recording paper.
- When moving the unit, make sure to remove the lower input tray beforehand and move them separately. If you move the unit and lower input tray together, the lower input tray may fall.

14.7.1 Setting the lower input tray

To use the lower input tray with your computer, proceed as follows.

1 Open the printer window.
For Windows XP:
[Printers and Faxes]
For Windows Vista:
[Control Panel] → **[Printers]**
For Windows 7/Windows 8:
[Control Panel] → **[Devices and Printers]**

2 Select the unit's name.

3 **For Windows XP:**
Select **[Properties]** from the **[File]** menu.
- The printer properties window will appear.

For Windows Vista:
Select **[Properties]** from the **[Organize]** menu.
- The printer properties window will appear.

For Windows 7/Windows 8:
Right-click the unit's icon. → **[Printer properties]**
- The printer properties window will appear.

4 Click **[Auto Configuration]** on the **[Device]** tab. → **[OK]**
- The lower input tray will be automatically detected.
  - For **[Number of Input Tray]**, **[2]** will be selected.

If the setting is not changed automatically, change it manually.

5 **[OK]**

15.1 Report messages (Fax supported models only) ☞

To indicate the unit's fax transmission/reception status, one of the following messages will be printed on the sending and journal reports (page 58).

Message	Code	Cause & Solution
COMMUNICATION ERROR	40-42 46-72 FF	• A transmission or reception error occurred. Try again or check with the other party.
	43 44	• A line problem occurred. Connect the telephone line cord to a different jack and try again. • An overseas transmission error occurred. Try using the overseas mode (feature #411 on page 80).
DOCUMENT JAMMED	-----	• Remove the jammed document (page 129).
ERROR-NOT YOUR UNIT	53 54 59 70	• A transmission or reception error occurred because of a problem with the other party's fax machine. Check with the other party.
JUNK FAX PROH. REJECT	-----	• The junk fax prohibitor feature of this unit rejected fax reception.
MEMORY FULL	-----	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 30, 32, 105) or remove the jammed paper (page 125). • If the PC fax setting (feature #442 on page 83) is set to **"ALWAYS"**, check the connection between the computer and the unit. • If the fax preview mode (feature #448 on page 65) is set to **"ON"**, use the web browser on the computer connected via the LAN to view, print or save the documents, and then erase unnecessary documents (page 66). (☞)
NO DOCUMENT / FAILED PICKUP	-----	• The document was not fed into the unit properly. Re-insert it and try again. • The ADF top cover is not fully closed. Push firmly on the front and rear edges of the ADF top cover, and then feed the document again.
OTHER FAX NOT RESPONDING	-----	• The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's fax machine rings too many times. Send the fax manually (page 57). • The other party's machine is not a fax machine. Check with the other party. • The number you dialled is not in service.
PRESSED THE 'STOP' KEY	-----	• 【⊘】was pressed and fax communication was cancelled.
THE COVER WAS OPENED	-----	• The front cover was opened. Close it and try again.
OK	-----	• Fax transmission or reception was successful.

15.1.1 Internet fax report messages (error code list)

If an Internet fax could not be sent or received, an error code is displayed on the journal and sending report. If you cannot solve the problem by the following instructions, consult your network administrator.

Error Code	Cause	Solution
C0	There is a problem with the network.	Check the 10Base-T/100Base-TX cable connection.
C1	A communication error occurred during the initial procedure.	Ask the other party to resend the document.
C2	Connection was lost due to the size of the email being too large. The SMTP settings are incorrect.	Split the document into smaller parts and resend them. Check the SMTP settings.
C3	The email address was incorrect.	Check the registered email address.
C5	There is a problem with the network.	Check the 10Base-T/100Base-TX cable connection.
C6	The specified SMTP server could not be accessed.	Check the IP address setting of the SMTP server.
C7	There is a problem with the network.	Check the 10Base-T/100Base-TX cable connection.
C8	The format of data received is not supported.	Ask the sender to resend the attachment data in a supported format, as follows: ● TIFF-F format ● Image data that matches the paper size
C9	The POP server cannot be accessed (incorrect POP server IP address). The POP server is down.	Check the POP server IP address.
CA	The POP server cannot be accessed (user name or password error).	Check the POP user name and password, and the APOP settings.
CC-CD	Error received from DNS server/DNS server connection timed out/DNS server is down.	Check the POP server name. Check the SMTP server name. Check the DNS server IP address.
CE	Authentication failed when connecting to the SMTP server (SMTP authentication).	Check the SMTP authentication user name and password.

15.2 Display messages

15.2.1 General messages

To indicate the unit's status, one or more of the following messages will appear on the display.

Display	Cause & Solution
"CALL SERVICE"	• There is something wrong with the unit. Contact our service personnel.
"CHANGE DRUM"	• There is something wrong with the drum cartridge. Replace the drum cartridge.
"CHANGE TONER"	• The toner cartridge is not inserted properly. Re-insert it correctly (page 18). • There is something wrong with the toner cartridge. Replace the toner cartridge.
"CHECK CARTRIDGE"	• The toner cartridge or drum cartridge is not inserted properly. Re-insert it correctly (page 18).
"CHECK DOCUMENT"	• The document was not fed into the unit properly. Remove the document, and then press 【⊘】 to clear the message. Re-insert the document. If misfeeding occurs frequently, clean the document feeder rollers (page 132) and try again. • The ADF top cover is not fully closed. Push firmly on the front and rear edges of the ADF top cover, and then feed the document again.
"CHECK PAPER TRAY #1"	• The loaded recording paper is not the appropriate size. Load recording paper of the size that is shown on the display. • If this message is often displayed, also change the recording paper size setting (feature #380 on page 76). • The recording paper size setting (feature #380 on page 76) is set to "A5", "B5 (ISO)", "B5 (JIS)" or "16K", so received faxes will have been stored into memory. Change the recording paper size setting and load the appropriate recording paper. **Note:** • "#1": Check the standard input tray. The displayed paper size depends on the recording paper size setting (feature #380 on page 76). • "#2": Check the manual tray/multi-purpose tray. The displayed paper size depends on the recording paper size setting (feature #381 on page 76). • "#3": Check the lower input tray. The displayed paper size depends on the recording paper size setting (feature #382 on page 77).
"CHECK INSTALL INPUT TRAY #1"	• The paper input tray is not installed correctly. Pull out the paper input tray and re-insert it. **Note:** • "#1": Standard input tray
"CHECK PICK UP INPUT TRAY #1"	• Recording paper was not fed into the unit properly. Re-insert the recording paper. • If misfeeding occurs frequently, clean the pickup rollers (page 133) and try again. **Note:** • "#1": Standard input tray (page 30) • "#2": Manual tray/multi-purpose tray (page 32) • "#3": Lower input tray (page 105)
"CHECK REAR COVER"	• The rear cover is open. Close it.
"COOL DOWN FUSER PLEASE WAIT"	• The unit is cooling down the fuser unit. Wait for a while.

Display	Cause & Solution
"DRUM LIFE LOW"	● The drum cartridge is reaching the end of its life. If you don't have a new cartridge handy you should buy one as soon as possible as your current cartridge is near the end of its useful life.
"DRUM LIFE OVER"	● The drum cartridge has reached the end of its useful life. Replace the drum cartridge immediately.
"EMAIL SIZE OVER"	● When performing scan to email address, the number of scanned pages or the file size of the scanned data has exceeded the limitation. Divide the document into sections.
"FAX IN MEMORY"	● The unit has a document in memory. See the other displayed message instructions to print out the document. For fax memory capacity, see page 136.
"FAX PREVIEW"	● If the fax preview mode (feature #448 on page 65) is set to **"ON"**, – view, print or save the received fax documents using a web browser on a computer connected via the LAN, and then erase the unnecessary documents (page 66). – turn the setting to **"OFF"**. The fax documents stored in memory will be printed automatically.
"FILE SIZE OVER"	● When performing scan to FTP server or scan to SMB folder, the number of scanned pages or the file size of the scanned data has exceeded the limitation. Divide the document into sections.
"FRONT COVER OPEN"	● The front cover is open. Close it.
"KEEP COPYING"	● Copying has stopped due to some existing problem (Example: a lack of recording paper or a recording paper jam). See the other displayed message instructions to continue copying.
"LOW TEMP."	● The inside of the unit is extremely cold and cannot be operated. Use the unit in a warmer area.
"MEMORY FULL"	● When performing memory transmission, the document being stored exceeded the memory capacity of the unit. Send the entire document manually. ● When making a copy, the document being stored exceeded the memory capacity of the unit. Press 【⊘】 to clear the message. Divide the document into sections. ● There is no space to store new items in the address book. Erase unnecessary items (page 55).
"MODEM ERROR"	● There is something wrong with the unit's modem. Contact our service personnel.
"NO FAX REPLY"	● The other party's fax machine is busy or has run out of recording paper. Try again.
"OUT OF PAPER INPUT TRAY #1"	● Recording paper is not loaded or the paper input tray has run out of paper. Load paper. **Note:** ● **"#1"**: Standard input tray (page 30) ● **"#2"**: Manual tray/multi-purpose tray (page 32) ● **"#3"**: Lower input tray (page 105)
"PAPER IN TRAY #2"	● The recording paper is installed in the manual tray (page 32).
"PAPER JAMMED" **"OPEN REAR COVER"** **"OPEN FRONT COVER"**	● A recording paper jam occurred. Remove the jammed paper (page 125). ● Remove the protective sheet from the drum cartridge (page 19).

Display	Cause & Solution
"PC FAIL OR BUSY"	● The cable between the unit and the computer is not connected correctly. Check the connections (page 21, 26). ● The computer has some kind of problem. (Example: Make sure that the computer is turned on.) ● Multi-Function Station's scan application is not running correctly on the computer. Restart your computer and try again.
"PCFAX"	● If the PC fax setting (feature #442 on page 83) is set to **"ALWAYS"**, – check the connection between the computer and the unit. – check that the computer is turned on.
"PLEASE WAIT"	● The unit is warming up. Wait for a while.
"POLLING ERROR"	● The other party's fax machine does not offer the polling function. Check with the other party.
"REDIAL TIME OUT"	● The other party's fax machine is busy or has run out of recording paper. Try again.
"REMOVE DOCUMENT"	● The document is jammed. Remove the jammed document (page 129). ● Attempted to send or copy a document longer than 600 mm using the automatic document feeder. Remove the document, and then press 【⊘】 to clear the message. Divide the document into two or more sheets and try again. ● The ADF top cover is not fully closed. Push firmly on the front and rear edges of the ADF top cover, and then feed the document again.
"REMOVE PAPER IN INPUT TRAY #2"	● Recording paper is installed in the manual tray when trying to receive faxes or print reports. Remove the recording paper from the manual tray.
"RX MEMORY FULL"	● The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 29) or remove the jammed paper (page 125). ● If the PC fax (feature #442 on page 83) is set to **"ALWAYS"**, – check the connection between the computer and the unit. – check that the computer is turned on. ● If the fax preview mode (feature #448 on page 65) is set to **"ON"**, – view, print or save the received fax documents using the web browser on the computer connected via the LAN, and then erase the unnecessary documents (page 66). – turn the setting to **"OFF"**. The fax documents stored in memory will be printed automatically.
"SLEEP"	● After the unit has been in power save mode (feature #403 on page 78) for up to 5 minutes, the unit will enter sleep mode. Press any key to put the unit in standby for the next process. **Note:** ● The unit may not enter sleep mode when beeping for alert or displaying an error message.
"TONER EMPTY"	● The toner is empty. Replace the toner cartridge immediately.
"TONER LIFE LOW"	● The toner life is near to an end. Replace the toner cartridge as soon as possible.
"TONER LIFE OVER"	● The toner cartridge has finished its service life. Replace the toner cartridge immediately.
"TONER LOW"	● The toner is reaching the end of its life. You will need to replace the toner cartridge soon.
"TRANSMIT ERROR"	● A transmission error occurred. Try again.

Display	Cause & Solution
"USB MEMORY ACCESS ERROR"	• The USB memory device was removed while being accessed for reading/writing. Insert the device and reperform the operation. • A fault occurred while the USB memory device was being accessed for reading/writing. Using a computer, check that the device can be read and written to normally.
"USB MEMORY FILE SIZE OVER"	• There is no space to save new data on the USB memory device. Erase unnecessary data using your computer. • When performing scan to USB memory, the total number of scanned pages has exceeded the limitation. Divide the document into sections.
"USB MEMORY FORMAT ERROR"	• The media is unformatted or is formatted to an unsupported format (e.g., NTFS). Using a computer, format to FAT32. Formatting deletes all data on the USB memory device. Make sure to back up your data before formatting.
"USB MEMORY MEDIA ERROR"	• An unsupported USB memory device is connected. Devices with particular security features or hub features cannot be used.
"USB MEMORY NOT INSERTED"	• The USB memory device has been removed from the unit. Reinsert it. • There is no USB memory device inserted in the unit. Insert one.
"USB MEMORY WRITE PROTECT"	• The write-protection switch of the USB memory device is in the lock position. Unlock the switch to allow writing access. • The save folder in the USB memory device is set to "read only". Using a computer, set the save folder to "writable". (For details about the save folder name specifications, see page 104.)

15.2.2 Interface messages

Display	Cause & Solution
“CONNECT ERROR”	• IP address of the server or network configuration is incorrect. Consult your network administrator. • The server is down. Consult your network administrator.
“DATA ERROR”	• The cable between the unit and the computer is not connected correctly. Check the connections (page 21, 26). • IP address of the server or network configuration is incorrect. Consult your network administrator. • Your computer may not have enough memory. Change to a lower resolution for scanning and try again. • The email server configuration requires authentication. Check the configuration of the email server. • SMB folder is read only. Consult your network administrator.
“EMAIL SIZE OVER”	• When performing scan to email address, the number of scanned pages or the file size of the scanned data has exceeded the limitation. Divide the document into sections.
“FILE SIZE OVER”	• When performing scan to FTP server or scan to SMB folder, the number of scanned pages or the file size of the scanned data has exceeded the limitation. Divide the document into sections.
“LOGIN ERROR”	• Login name or password of the server is incorrect or you do not have permission to login to the server. Consult your network administrator.
“NAME ERROR”	• The server name is incorrect. Consult your network administrator. • The server is down. Consult your network administrator to activate the server.
“OFFLINE”	• The cable between the unit and the computer is not connected correctly. Check the connections (page 21, 26). • Check that the computer is turned ON.
“PATH ERROR”	• The path of FTP server or SMB folder is incorrect. Consult your network administrator.
“PC ACCESS ERROR”	• Check that the computer is turned ON. • The Multi-Function Station’s scan application is not running correctly on the computer. Restart your computer and try again. • If your computer is busy, close other applications. • Your firewall software is blocking the LAN connection. Disable the firewall software or change the firewall settings to allow the unit access to your computer.
“PC FAIL OR BUSY”	• The cable between the unit and the computer is not connected correctly. Check the connections (page 21, 26). • The computer has some kind of problem. (Example: Make sure that the computer is turned on.) • The Multi-Function Station’s scan application is not running correctly on the computer. Restart your computer and try again.

15.3 Network status codes (LAN supported models only) ☞

You can confirm the detailed network status when a message is displayed during PC scan (page 113), or when a network feature does not work properly.

1 **【MENU】→【#】【5】【2】【6】→【SET】**
- The network status code is indicated.

2 **【MENU】**

Code	Status	Cause	Solution
000	Not connected	The unit is not connected correctly to the network.	Check the connections (page 21).
110	Offline	IP address is not configured.	Configure the IP address.
112	Offline	IP address is not determined, because the IP configuration is not correct.	Correct the configuration of IP address information.
113	Offline	IP address is not determined, because the IP address is duplicated.	Change the IP address.
121	Offline	The unit is allocating an IP address automatically using a DHCP server.	—
128	Offline	There is no response from the DHCP server, or DHCP server error is occurred.	Consult your network administrator.
131	Offline	The unit is allocating an IP address automatically using an Auto IP.	—
210	Online	The network is online by configuring the IP address manually.	—
220	Online	The network is online by allocating the IP address using a DHCP.	—
230	Online	The network is online by allocating the IP address using an Auto IP.	—
342	Online	NetBIOS is not working, because NetBIOS name is not correct.	Correct the machine name (feature #507 on page 91).
343	Online	NetBIOS is not working, because NetBIOS name is duplicated others.	Change the machine name (feature #507 on page 91).
344	Online	Cannot resolve the NetBIOS name between other networks, because there is no specified WINS server.	Consult your network administrator.
352	Online	Bonjour is not working, because Bonjour hostname is not correct.	Correct the machine name (feature #507 on page 91).
353	Online	Bonjour is not working, because Bonjour hostname is duplicated others.	Change the machine name (feature #507 on page 91).
354	Online	Bonjour is not working, because Bonjour service name is not correct.	Correct the Bonjour service name (page 98).
355	Online	Bonjour is not working, because Bonjour service name is duplicated others.	Change the Bonjour service name (page 98).
801-999	System error	The system error is occurred.	Contact our service personnel.

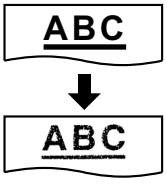
15.4 When a function does not work

15.4.1 General

Problem	Cause & Solution
The unit does not work.	● Check the connections (page 21, 26).
The recording paper exit fills up quickly or the recording paper does not stack properly in the recording paper exit.	● High humidity may cause the recording paper to curl. Try turning the paper over and re-inserting it. If paper curl is excessive, please remove it from the recording paper exit. If you still have this problem, please try with freshly unpacked paper.
I cannot adjust the volume, display items stored in the address book.	● The unit is set to scan mode or copy mode. Set the unit to fax mode by pressing **[FAX]** (page 22). If you still have this problem, contact our service personnel.
A printing error is displayed while using the following. – **PC FAX (☞)** – **Remote Control**	● The printer driver is used for PC FAX and Remote Control. Transmission errors will be displayed as printing errors.
Multi-Function Station does not work properly.	● If the USB cable is connected to a USB hub, connect the cable directly to the USB interface connector on your computer. ● Make sure you have installed the latest Service Pack available for the version of Windows installed on your computer. See the Microsoft web site for details. ● Check that your computer has enough memory and hard disk space. If your computer warns that there is insufficient memory, close other applications. If there is not enough space on the hard disk, delete unnecessary files. ● Uninstall Multi-Function Station once, and re-install it.
I cannot install or uninstall Multi-Function Station.	● Some of the files needed to install or uninstall Multi-Function Station may be corrupted. Use the MfsCleaner utility (found on the supplied CD-ROM) to solve the problem. **1.** Insert the supplied CD-ROM into your CD-ROM drive. ● The setup program will start automatically. **2.** **[Tools]** → **[Cleanup Tool]** ● The **[MfsCleaner]** window will appear. **3.** Click **[Clean]**, and then click **[Yes]** to restart the computer. **Note:** ● To install Multi-Function Station again, see page 25.
I cannot view the operating instructions using Multi-Function Station.	● Install the operating instructions on your computer beforehand (page 26).
I cannot find the unit in the [Target Device] or [Device Select] dialogue box when operating the following functions. – **Scanning** – **Remote Control** – **PC FAX (☞)** – **Device Monitor**	● The printer driver has not been installed. Install it on your computer (page 25).
I forgot the password for feature programming via remote operation.	● You may have changed the feature programming password. If you do not remember it, assign a new password using feature #155 (page 73). When required to enter the current password, enter **"0101"** instead.

Problem	Cause & Solution
I forgot the current administrator code for mode restriction settings (feature #151 on page 73).	• You may have changed the administrator code. If you do not remember it, assign a new password using feature #151 (page 73). When required to enter the current password, enter **"0101"** instead.
Email related functions do not work properly (LAN supported models only). (☞)	• For environments where SSL/TLS encryption is required to send email, activate SSL in the email server settings. However, SSL is not used for Internet fax.
"CHECK PICK UP INPUT TRAY #2" is still displayed even after removing the misfed recording paper from the multi-purpose tray. (☞)	• The pickup lever of the multi-purpose tray is not raised. Please make sure that the pickup lever is firmly raised when setting the recording paper. For details about how to operate the lever, see page 33.
"PAPER JAMMED" is still displayed even after removing the jammed recording paper from the multi-purpose tray. (☞)	• The pickup lever of the multi-purpose tray is not raised. Please make sure that the pickup lever is firmly raised. For details about how to operate the lever, see page 33.

15.4.2 Printing problems

Problem	Cause & Solution
Recording paper is wrinkled or folded when printed.	• Make sure that the recording paper is loaded properly (page 29). • Try turning the recording paper over or rotating it 180 degrees.
The printing quality is poor (e.g. has smudges, blurred points or lines). 	• Some paper has instructions recommending which side to print on. Try turning the recording paper over. • You may have used paper with a cotton and/or fibre content that is over 20 %, such as letterhead or resume paper. • The recording paper is too damp. Use new paper.
I changed the recording paper, but the printing quality is still poor.	• The glass or rollers are dirty with correction fluid, etc. Clean them (page 131, 132). Please do not insert a document before correction fluid has dried completely. • The toner save mode of feature #482 is ON (page 78). • The remaining toner is low. Replace the toner cartridge. • To check the drum cartridge life and quality, please print the printer test list (page 101). If printing quality is still poor, replace the toner cartridge and drum cartridge.
A blank sheet is ejected.	• You placed the document facing the wrong way when using the copier. • The other party placed the document in their fax machine the wrong way. Check with the other party (fax supported models only). (☞)

<table>
<tr><th>Problem</th><th>Cause & Solution</th></tr>
<tr><td>I cannot install the PCL printer driver. (☞)</td><td>

The PCL driver can be installed by selecting [Modify] → [Add PCL Printer Driver] in the installation menu.
The PCL driver can be found in the following folder on the supplied CD-ROM.

<table>
<tr><th>CPU</th><th>Folder path</th></tr>
<tr><td>32 bit</td><td>“D:\Drivers\Object\Printer\32bit\PCL”</td></tr>
<tr><td>64 bit</td><td>“D:\Drivers\Object\Printer\64bit\PCL”</td></tr>
</table>
(where “D” is the drive letter of your CD-ROM drive)
</td></tr>
<tr><td>Coloured and grey objects are printed in black instead of greyscale when printing from Microsoft PowerPoint® or other applications.</td><td>

Select [Color] or remove the check next to [Grayscale] in the print dialogue so that coloured or grey objects will be printed in greyscale properly.

</td></tr>
<tr><td>When using the unit as a printer, the printing result is distorted.</td><td>

When your unit is connected to the computer by USB, if you cancel printing using your computer, then immediately re-start printing, the printing result may be distorted. To avoid this, you must wait for 60 seconds before re-printing.

</td></tr>
<tr><td>The toner is not fixed on the recording paper ejected from the rear side.</td><td>

The green levers inside the rear cover are in the released position. Push up the green levers to their original positions. Also, be sure to close the rear cover after printing.

</td></tr>
</table>

15.4.3 Scanner

<table>
<tr><th>Problem</th><th>Cause & Solution</th></tr>
<tr><td>I cannot scan.</td><td>

When scanning at a high resolution, a large amount of available memory is required. If your computer warns that there is insufficient memory, close other applications and try again.
Select a lower resolution and try again.
Reduce the scanning area and try again.

To preview the scanned image, click [Preview].
You can drag the frame to specify the scanning area.
Click [Scan] to start scanning.

The unit is in use. Try again later.
There is not enough space on the hard disk. Delete unnecessary files and try again.
Check the connection between the computer and the unit (page 21, 26).
Restart the computer, and try again.
You attempted to scan a document longer than the paper size which you set. Change the setting or divide the document into the appropriate paper size, and try again.

</td></tr>
<tr><td>The document is not fed into the unit when using the unit as a scanner (automatic document feeder only). (☞)</td><td>

Remove the document in the automatic document feeder and re-insert it (page 35).

</td></tr>
<tr><td>Even after clicking [Cancel], scanning continues.</td><td>

Please wait. It may take a while for the cancel request to be accepted.

</td></tr>
</table>

Problem	Cause & Solution
The name of the desired computer is not displayed on the unit when scanning documents from the unit (LAN supported models only). (☞)	• The printer driver has not been installed. Install it on your computer (page 25). • The PC name list up feature has been set to **[Off]**. Set **[PC name list up on device]** to **[On]** (page 27). • The maximum number of computers on the LAN is connected to the unit (up to 30 computers). Set **[PC name list up on device]** to **[Off]** on the other computers (page 27).
Stripes (fringes) occur on the result of scanning (copying).	• Interference fringes (moire) may occur depending on the relationship between the type of the original document and scanning (copying) resolution. Particularly, it may occur when scanning printed materials (magazines, brochures, etc.). This is a normal symptom for scanners. However, changing the resolution may improve it.

15.4.4 Copier

Problem	Cause & Solution
The unit will not make a copy.	• You cannot make a copy during programming. Make the copy after programming. • The document was not set properly (page 35). • Recording paper is not loaded or the unit has run out of paper. Load paper (page 29).
Letters on the copied documents are not clear.	• The original document is too dark or too light. Change the contrast (page 45) and try again.
The copied documents are too dark and cannot be read.	• You used a coloured paper as a document. Change the contrast (page 45) and make a lighter copy of the document, using **"TEXT"** resolution (page 45).

15.4.5 Fax ☞

Problem	Cause & Solution
I cannot send documents.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 21). • The other party's fax machine is busy or has run out of recording paper. Try again. • The other party's machine is not a fax machine. Check with the other party. • The other party's fax machine failed to answer the fax automatically. Send the fax manually (page 57). • Set the maximum fax speed to **"14.4kbps"** (feature #418 on page 80).
I cannot send a fax overseas.	• Use the overseas transmission mode (feature #411 on page 80). • Add two pauses at the end of the telephone number or dial manually.
The other party complains that letters on their received document are distorted.	• If your line has special telephone services such as call waiting, the service may have been activated during fax transmission. Connect the unit to a line that does not have these services. • Another telephone on the same line is off the hook. Hang up the extension telephone and try again.
The other party complains about the quality of their received documents.	• Try copying the document. If the copied image is clear, there may be something wrong with the other party's machine. If the copied image is not clear, too dark, or black and white lines or smudges appear, refer to "15.4.2 Printing problems", page 116. • The original document is too dark or too light. Change the contrast (page 57) and try again.

Problem	Cause & Solution
The other party complains that received documents are too dark and cannot be read.	• You used a coloured paper as a document. Change the contrast (page 45) and make a lighter copy of the document, using **"TEXT"** resolution (page 45), and try again.
I cannot receive documents.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 21). • The PC fax setting (feature #442 on page 83) is activated and the received fax documents are automatically transferred to the computer. View the received documents using the computer (page 65). • The fax preview mode (feature #448 on page 65) is activated and the received fax documents are automatically stored in memory. View the received documents using the web browser on the computer connected via the LAN (page 66). • Set the maximum fax speed to **"14.4kbps"** (feature #418 on page 80). • Recording paper is installed in the manual tray. Remove the recording paper from the manual tray. (☞)
I cannot receive the whole document (LAN supported models only). (☞)	• The fax to email address (feature #452 on page 83) is activated. In this case, only faxes within the fax memory capacity (page 136) can be received. Deactivate the feature, then ask the other party to resend the document.
I cannot receive documents automatically.	• The receiving mode is set to TEL mode. Set to FAX ONLY mode. Press **【FAX AUTO ANSWER】** repeatedly to turn ON the **【FAX AUTO ANSWER】** light (TW models only). • The receiving mode is set to TEL mode. Set to FAX ONLY mode (page 60) or TEL/FAX mode (HK models only) (page 61). • The time taken to answer the call is too long. Decrease the number of rings before the unit answers a call (feature #210 on page 75). • Make sure that the Distinctive Ring of feature #430 is set properly. For TW models, see page 70. For HK models, see page 71. If you do not subscribe to the Distinctive Ring service offered by your local telephone company, this feature should be OFF.
The display shows "CONNECTING.....", but faxes are not received.	• The incoming call is not a fax: – change the receiving mode to TEL mode. Press **【FAX AUTO ANSWER】** repeatedly to turn OFF the **【FAX AUTO ANSWER】** light (TW models only). – change the receiving mode to TEL mode (page 61) or TEL/FAX mode (page 61) (HK models only).
The printing quality of the received documents is poor.	• If documents can be copied properly, the unit is working normally. The other party may have sent a faint document or there may be something wrong with the other party's machine. Ask them to send a clearer copy of the document or to check their fax machine. • If documents cannot be copied properly, refer to "15.4.2 Printing problems", page 116.
The other party complains that they cannot send a document.	• The memory is full of received documents due to a lack of recording paper or a recording paper jam. Load paper (page 29) or remove the jammed paper (page 125). • If the PC fax setting (feature #442 on page 83) is set to **"ALWAYS"**, check the connection between the computer and the unit. • If the fax preview mode (feature #448 on page 65) is set to **"ON"**, use the web browser on the computer connected via the LAN to view, print or save the documents, and then erase unnecessary documents (page 66). • The unit is not in FAX ONLY mode. Press **【FAX AUTO ANSWER】** repeatedly to turn ON the **【FAX AUTO ANSWER】** light.

Problem	Cause & Solution
I cannot select the desired receiving mode.	• If you want to set FAX ONLY mode: – press **【FAX AUTO ANSWER】** repeatedly to turn ON the **【FAX AUTO ANSWER】** light. • If you want to set TEL mode (TW models only): – press **【FAX AUTO ANSWER】** repeatedly to turn OFF the **【FAX AUTO ANSWER】** light. • If you want to set TEL mode or TEL/FAX mode (HK models only): – select the desired mode using feature #404 (page 79), and press **【FAX AUTO ANSWER】** repeatedly to turn OFF the **【FAX AUTO ANSWER】** light. • The Distinctive Ring of feature #430 is activated. – For TW models, see page 70. – For HK models, see Page 71.
When an extension telephone is connected, I cannot receive documents by pressing 【✱】【✱】【✱】【9】 (for HK models)/【✱】【#】【9】 (for TW models).	• You must set remote fax activation to ON (feature #434 on page 82) beforehand. • For HK models, press **【✱】【✱】【✱】【9】** firmly. • For TW models, press **【✱】【#】【9】** firmly. • You may have changed the remote fax activation code from the following default setting. – The default code for HK models is **【✱】【✱】【✱】【9】**. – The default code for TW models is **【✱】【#】【9】**. Verify the remote fax activation code (feature #434 on page 82).
I cannot hear a dial tone.	• The telephone line cord is connected to the **[EXT]** jack on the unit. Connect to the **[LINE]** jack (page 21). • If you use a splitter/coupler to connect the unit, remove the splitter/coupler and connect the unit to the wall jack directly. If the unit operates properly, check the splitter/coupler. • Disconnect the unit from the telephone line and connect a known working telephone. If the working telephone operates properly, contact our service personnel to have the unit repaired. If the working telephone does not operate properly, contact your telephone company. • The power cord or telephone line cord is not connected. Check the connections (page 21). • If you connected the unit through a computer modem, connect the unit directly to a telephone line jack.
I cannot make calls.	• The dialling mode setting may be wrong. Change the setting (feature #120 on page 72).
The unit does not ring.	• The ringer volume is turned OFF. Adjust it (page 23).
The other party complains they only hear a fax tone and cannot talk.	• FAX ONLY mode is set (page 60). Tell the other party the number is only used for faxes. • Change the receiving mode to TEL mode (page 61) or TEL/FAX mode (page 61) (HK models only). • If you use a Distinctive Ring service, make sure you have set the same ring pattern assigned by the telephone company (page 70) (TW models only).
The 【REDIAL】 or 【⊘】 button does not function properly.	• If this button is pressed during dialling, a pause will be inserted. If pressed immediately after a dial tone is obtained, the last number dialled will be redialled.
The receiving mode does not function properly.	• Distinctive Ring is set (feature #430). – For TW models, see page 70. – For HK models, see page 71.
I cannot receive a fax document on the computer.	• Make sure the following features are set beforehand. – PC fax reception (feature #442 on page 83) – Computer setting for the PC fax reception (feature #443 on page 65)

Problem	Cause & Solution
I cannot display a received fax document on the web browser (LAN supported models only). (☞)	• Make sure the following features are set beforehand. – Web fax preview mode (feature #448 on page 65) – Web fax preview access code (feature #450 on page 83) • You cannot display a received fax document on the web browser during printing, copying or scanning. Try again after printing, copying or scanning.
I cannot erase a received fax document on the web browser (LAN supported models only). (☞)	• View, print or save a received fax document before erasing (page 66).

15.4.6 Using a USB memory device ☞

Problem	Cause & Solution
I cannot save the data to a USB memory device.	• There is no USB memory device inserted in the unit. Insert a supported USB memory device (page 104). • The USB memory device is write-protected. Release the write protection. (For details about releasing write protection, refer to the documentation of your device.) • The USB memory device may be faulty. Using a computer, check that the device can be read and written to normally. • There is not enough space to save new files on the USB memory device. Delete unnecessary files, and try again.
I cannot print a file saved on the USB memory device.	• There is no USB memory device inserted in the unit. Insert a supported USB memory device (page 104). • You tried to print different file formats onto 1 page. Activate the continuous print setting (page 41). • The file may be broken. Try viewing the file on your computer. • The file is too large or is in an unsupported format. Use a supported file format (page 40).

15.4.7 Network (LAN supported models only) ☞

<table>
<tr><th>Problem</th><th>Cause & Solution</th></tr>
<tr><td>I cannot operate the following functions.
– PC printing
– Scanning
– Remote Control
– PC FAX (☞)
– Device Monitor</td><td>
● Confirm the LED via the LAN port of the main board. If the LED is glowing or blinking, network access is working correctly.
If the LED is not glowing or blinking, confirm the LAN cable (Category 5 (Cat-5) Ethernet cable) is connected to the LAN port of the main board correctly.
● If the LED is blinking and you cannot perform the desired operation, the IP address of the unit may have changed.
To detect the IP address, click [IP Change] in the connection error message dialogue.
● The IP address for the unit will be detected.

Note:
● If the IP address cannot be detected, enter it manually (feature #501 on page 91). The IP address of the computer and the unit must be in the same local IP address class as shown below. Set the IP address in the range of the number specified in the class corresponding to your local network scale.

<table>
<tr><th>Class</th><th>Subnet mask</th><th>IP address</th></tr>
<tr><td>Class A</td><td>255.0.0.0</td><td>10.0.0.1 - 10.255.255.254</td></tr>
<tr><td>Class B</td><td>255.255.0.0</td><td>172.xx.0.1 - 172.xx.255.254*1</td></tr>
<tr><td>Class C</td><td>255.255.255.0</td><td>192.168.xx.1 - 192.168.xx.254*2</td></tr>
</table>
*1 “xx” should be the same value for the unit and for the computer, as shown in the following example.
Example: 172.16.0.1 - 172.16.255.254
(The available range of “xx” is 16 - 31)
*2 “xx” should be the same value for the unit and for the computer, as shown in the following example.
Example: 192.168.0.1 - 192.168.0.254
(The available range of “xx” is 0 - 255)
● Your firewall software is blocking the connection. Disable the firewall software or change the firewall settings to make the Multi-Function Station work properly.
● If feature #580 has been set to “OFF”, change the setting to “WIRED”.
● Make sure the network is configured correctly. Consult your network administrator.
</td></tr>
<tr><td>The unit does not appear in the [Select a Network Device] dialogue box when installing Multi-Function Station.</td><td>
● Your firewall software is blocking the connection and the setup program may not list any units. Consult your network administrator and temporarily disable the firewall software.
● The unit is connected to another network segment and the setup program may not list any units. Make sure the network is configured correctly. Consult your network administrator.
</td></tr>
</table>

Problem	Cause & Solution
The [Windows Security Alert] dialogue box appears and asks if I want to block [PCCMFLPD] and I cannot operate the following functions after installing the Microsoft Windows XP Service Pack 2 or later. – **PC printing** – **Scanning** – **Remote Control** – **PC FAX (☞)** – **Device Monitor**	• Click **[Keep Blocking]** and run the Windows Firewall Setting Tool to allow the data transmission for Multi-Function Station (page 123).

15.4.8 Using an answering machine (Fax supported models only) ☞

Problem	Cause & Solution
I cannot receive documents automatically.	• Your greeting message on the answering machine is too long. Shorten the message. Record a message less than 10 seconds long. • The answering machine rings too many times. Set to 1 or 2 rings.
I cannot receive voice messages.	• Check if the answering machine is turned ON and connected to the unit properly (page 62). • Set the number of rings on the answering machine to 1 or 2.
I pressed the remote access code to access the answering machine remotely, but the line was disconnected.	• The code may include “#” which is used for certain features provided by telephone companies. Change the code on the answering machine to another number which does not include “#”.
Callers complain that they cannot send a document.	• There is no room left in the memory of your answering machine to record voice messages. See the operating instructions of the answering machine and erase unnecessary messages. • You set the answering machine to only give a greeting message.

15.4.9 If a power failure occurs

- The unit will not function.
- Any documents currently in the memory (i.e. during copying, PC printing) will be lost.

Fax supported models only (☞):

- The unit is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.
- Fax transmission and reception will be interrupted.
- Documents during fax transmission or fax reception will be lost.
- When power is restored, a power down report will be printed out stating which fax items in the memory have been erased.

15.4.10 Firewall setting tool for Microsoft Windows users (LAN supported models only) ☞

After installing Microsoft Windows XP Service Pack 2 or later/Windows Vista/Windows 7, you will not be able to use the following functions because the Windows Firewall feature will be activated and block the connection.

– Device Monitor

– LPD Manager (Network communication tool)

The Windows Firewall Setting Tool enables you to change the Windows Firewall security settings and to use the above functions properly.

1 Insert the CD-ROM that is supplied with the unit into your CD-ROM drive.

- If the **[Select Language]** dialogue box appears, select the desired language that you want to use with this software. Click **[OK]**.

2 **[Tools]** → **[Windows Firewall Setting]**
- The **[Windows Firewall Setting Tool]** window will appear.

3 **[Add to the exceptions list]** → **[OK]** → **[OK]**

To confirm the security settings (For Windows XP users)

1. **[Control Panel]** → **[Security Center]**
   - The **[Windows Security Center]** window will appear.
2. **[Windows Firewall]**
   - The **[Windows Firewall]** dialogue box will appear.
3. Click the **[Exceptions]** tab.
4. Confirm that **[Panasonic Trap Monitor Service]** and **[Panasonic LPD]** are displayed and checked on the **[Programs and Services]** list.

To confirm the security settings (For Windows Vista users)

1. **[Control Panel]** → **[Security Center]**
   - The **[Windows Security Center]** window will appear.
2. **[Windows Firewall]**
   - The **[Windows Firewall]** dialogue box will appear.
3. **[Change settings]**
   - The **[User Account Control]** dialogue box will appear.
4. **[Continue]**
5. Click the **[Exceptions]** tab.
6. Confirm that **[Panasonic Trap Monitor Service]**, **[Panasonic LPD Manager]** and **[Panasonic LPD]** are displayed and checked on the **[Program or port]** list.

To confirm the security settings (For Windows 7/Windows 8 users)

1. **[Control Panel]** → **[System and Security]** → **[Windows Firewall]** → **[Advanced settings]**
   - The **[Windows Firewall with Advanced Security]** window will appear.
2. **[Inbound Rules]**
3. Confirm that **[Panasonic Trap Monitor Service]**, **[Panasonic LPD Manager]** and **[Panasonic LPD]** are displayed and checked on the **[Inbound Rules]** list.

15.4.11 Notice for KX-MB200/KX-MB700/KX-FLB880 series users

If you have already installed KX-MB200/KX-MB700/KX-FLB880 series Multi-Function Station on your computer, use the following instructions to modify or add the printer driver, which changes after installing the KX-MB2200/KX-MB2500/DP-MB250/DP-MB310 series Multi-Function Station.
You can modify or add a printer driver, as follows:

1 Start Windows and insert the KX-MB200/KX-MB700/KX-FLB880 series CD-ROM into your CD-ROM drive.
- If the **[Select Language]** dialogue box appears, select the desired language that you want to use with this software. Click **[OK]**.

2 **[Modify]**

3 Select **[Modify Utilities]** or **[Add Multi-Function Station Driver]**. Then follow the on-screen instructions.

Important:
- **For users of versions prior to 1.12, download the latest software as follows, then activate it. [Start] → [All Programs] → [Panasonic] → the unit's name → [Support Web Page]. Then follow the on-screen instructions.**

16.1 Recording paper jam

16.1.1 When the recording paper has jammed inside of the unit

The display will show the following:

– "PAPER JAMMED"
↕
"OPEN REAR COVER"
"OPEN FRONT COVER"

Note:

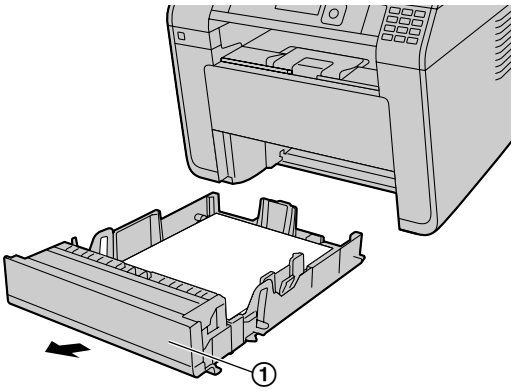
- Close the manual tray/multi-purpose tray and output tray before opening the front cover.

Caution:

- **Do not pull out the jammed paper forcibly.**

Important:

- **Pull the standard input tray (①) until it clicks into place, then pull it completely out, lifting the front part of the tray.**

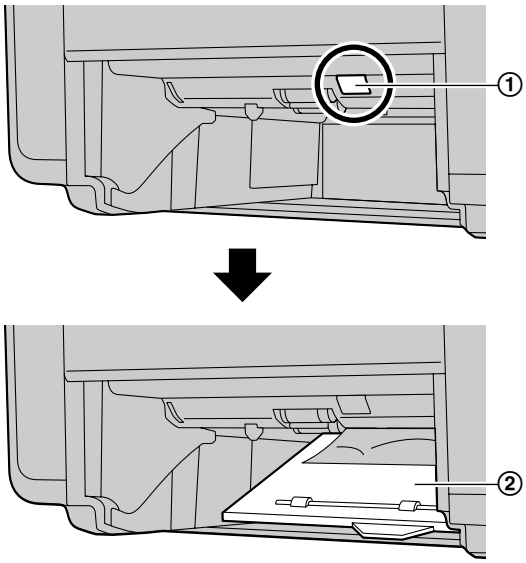


– **If the lower input tray (☞) is installed, pull it out too. If there is any jammed paper, remove it.**

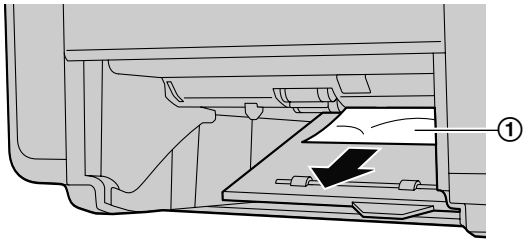
Case 1:

When the recording paper has jammed near the standard input tray:

1. Press the release button (①) to make open the bottom cover of the unit (②) halfway.



2. Remove the jammed paper (①).

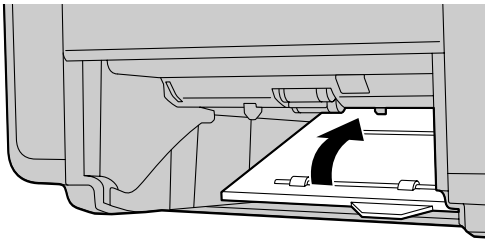


- Depending on how the paper is jammed, it may not be easy to see. Please look inside from a lower angle to find the jammed paper.

3. Close the bottom cover until it locks into place.

Important:

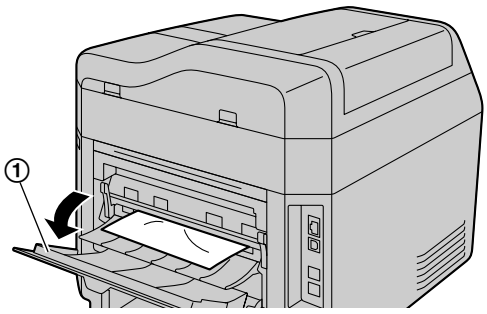
- **Make sure that the bottom cover is completely closed.**



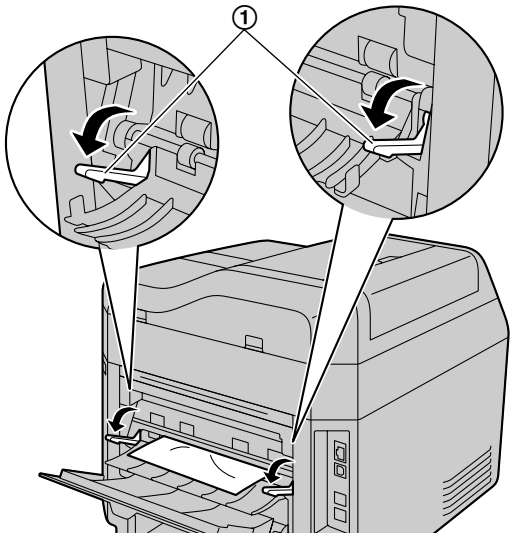
Case 2:

When the recording paper has jammed inside the rear cover:

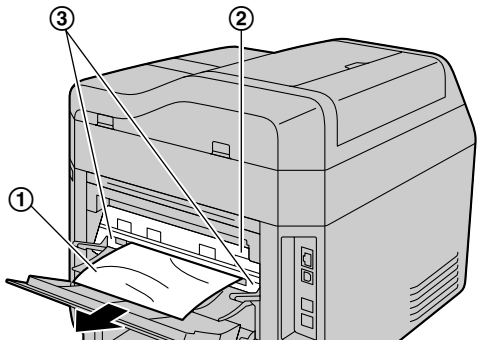
1. Open the rear cover (①).



2. Push down both green levers (①) until they stop.



3. Remove the jammed paper (①) carefully by pulling it toward you.

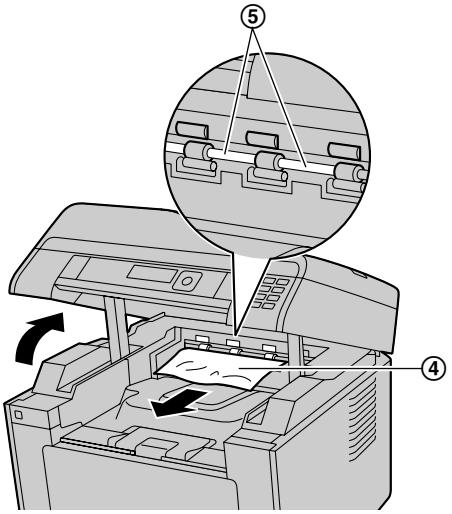


Caution:

- **The fuser unit (②) gets hot. Do not touch it.**

Note:

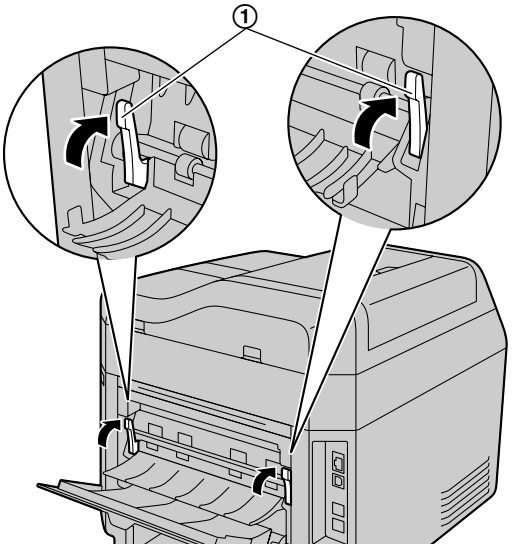
- The area near the rear cover (③) may also get warm.
- If the recording paper cannot be removed from rear side, open the top cover, and then remove the jammed paper (④). After removing it, close the top cover.



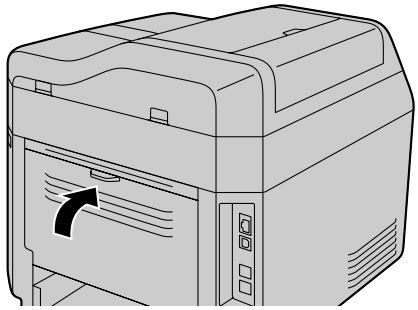
Caution:

- **Near the recording paper exit roller shaft (⑤) gets hot. Do not touch it.**

4. Push up the green levers (①) to the original position.



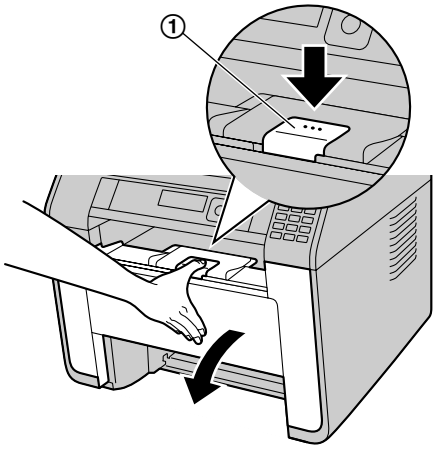
5. Close the rear cover firmly.



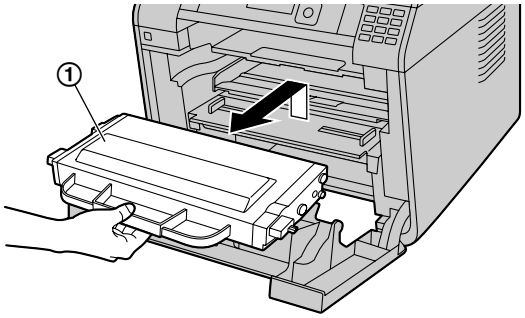
Case 3:

When the recording paper has jammed inside the front cover:

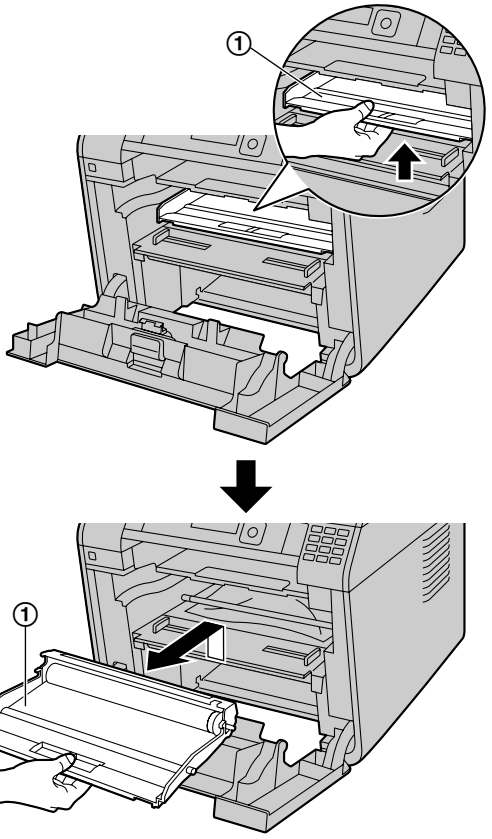
1. Press the button (①) and open the front cover.



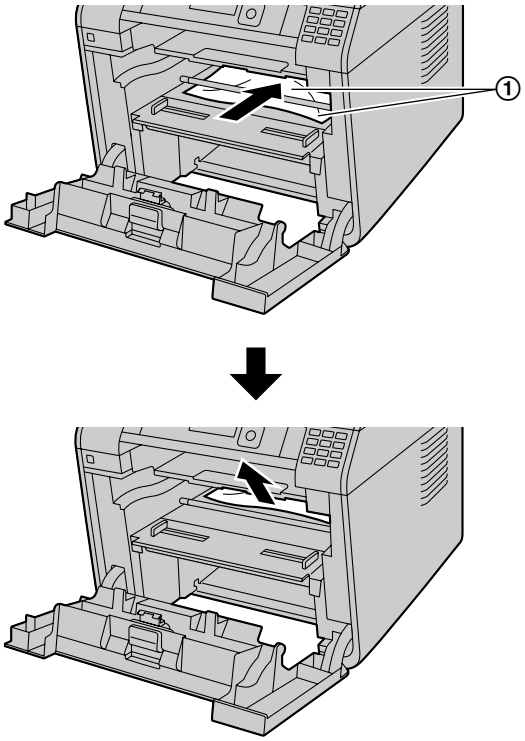
2. Remove the toner cartridge (①).



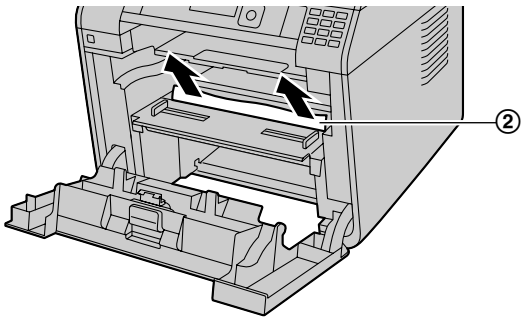
3. Remove the drum cartridge (①).



4. Remove the jammed paper.
   - If the bottom edge of the recording paper (①) is under the roller, push the recording paper towards the back of the machine until it is released and then pull it out.



   - If the top edge of the recording paper (②) is sticking out, pull it out by holding the front part of the jammed paper.



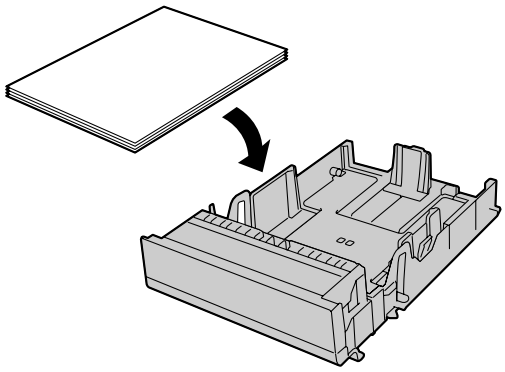
   - After the jammed paper has been removed, re-insert the toner cartridge and drum cartridge into the unit.
5. Close the front cover to clear the error message, then insert the paper input tray.

16.1.2 When the recording paper is not fed into the unit properly

The display will show the following:
– **"CHECK PICK UP INPUT TRAY #1"**

1 Pull the standard input tray completely out.

2 Re-load the recording paper.



3 Insert the standard input tray into the unit.

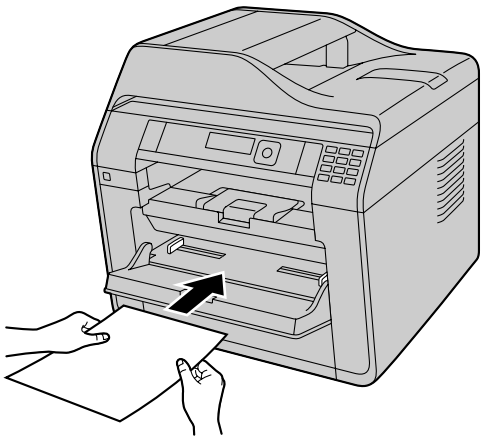
Note:
- If the message is still displayed, check the recording paper specifications and load the recording paper again. See page 29 for details.

16.1.3 When the recording paper in the manual tray/multi-purpose tray is not fed into the unit properly

The display will show the following.
– **"CHECK PICK UP INPUT TRAY #2"**

1 Remove the recording paper.

2 Re-insert the recording paper.



Note:

- If the message is still displayed, check the recording paper specifications and re-install recording paper. See page 32 for details.

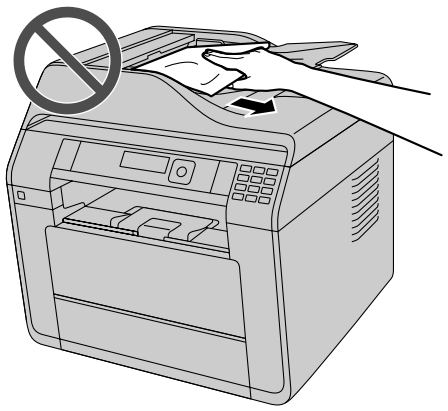
16.2 Document jams (Automatic document feeder) ☞

The display will show the following:

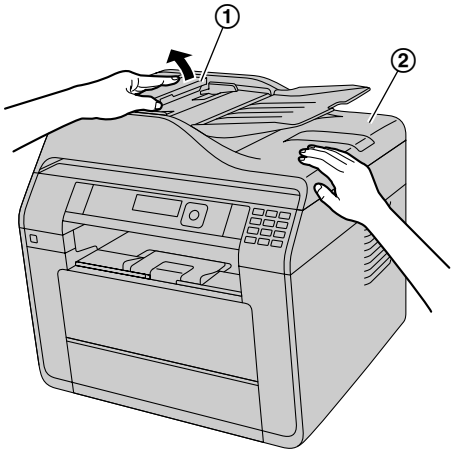
– "REMOVE DOCUMENT"

Caution:

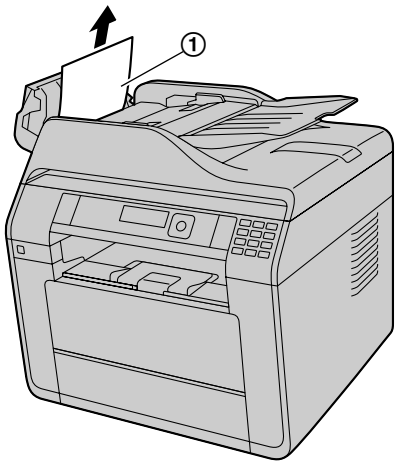
- **Do not pull out the jammed document forcibly before lifting the ADF cover.**



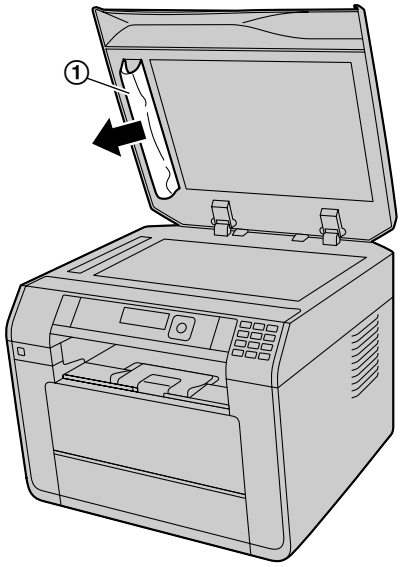
1 Open the ADF cover (①) while holding down the document cover (②).



2 Remove the jammed document (①) carefully.
When the document has jammed near the document entrance:

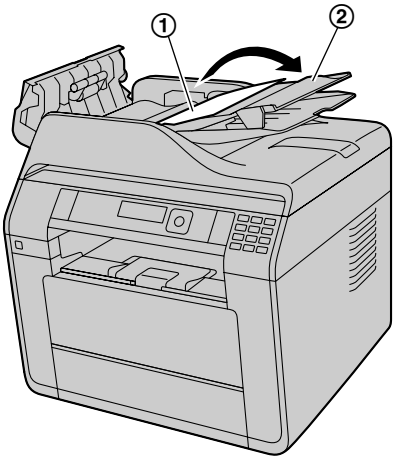


- If you cannot remove the jammed document (①), open the document cover, remove the document, then close the document cover.

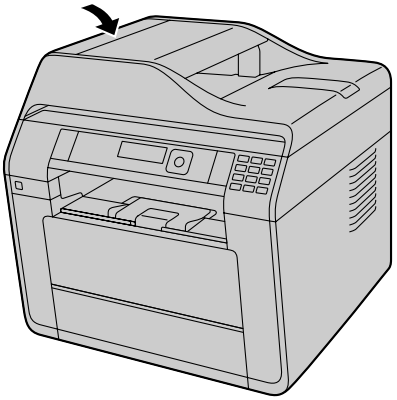


When the document has jammed near the document exit:

- If you cannot remove the jammed document, open the internal cover (②), remove the document (①), then close the cover.



3 Close the ADF cover.



- Press 【⊛】 to clear the message.

17.1 Cleaning the white plates and glass

Clean the white plates and glass when a black line, a white line or a dirty pattern appears on:

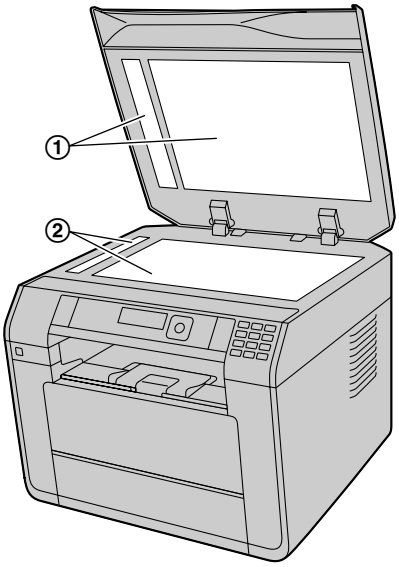
– your recording paper,
– the original document,
– the scanned data, or
– the fax document received by the other party. (☞)

Caution:

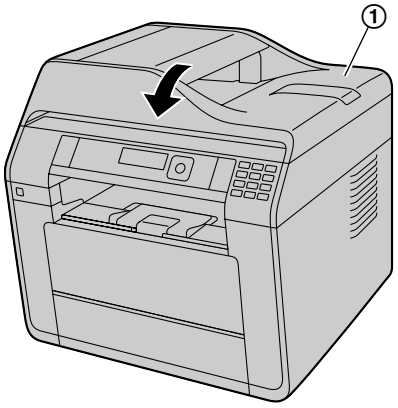
- **Do not use paper products, such as paper towels or tissues for cleaning.**

1 Open the document cover (①).

2 Hold the document cover while cleaning the white plates (①) and the scanner glass (②).



3 Close the document cover (①).



17.2 Cleaning the document feeder rollers

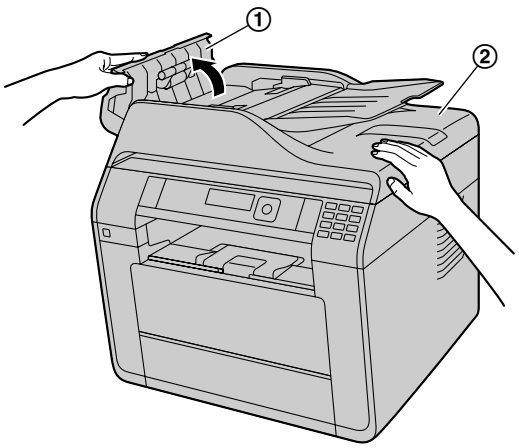
Clean the rollers when documents frequently misfeed, or when a line or a dirty pattern appears on documents.

Caution:

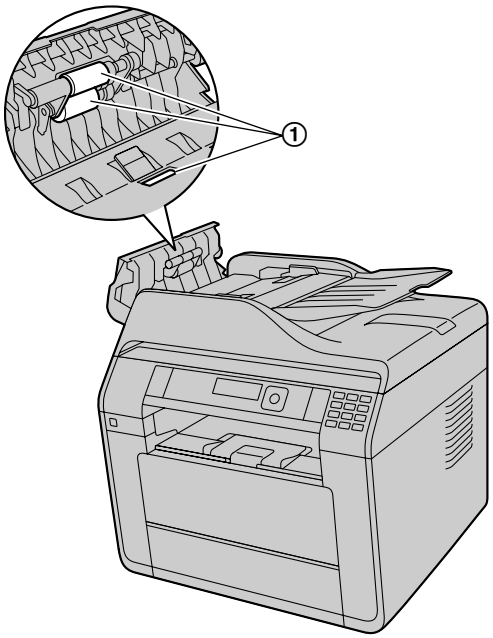
- **Do not use paper products, such as paper towels or tissues for cleaning.**

1 Turn the power switch OFF.

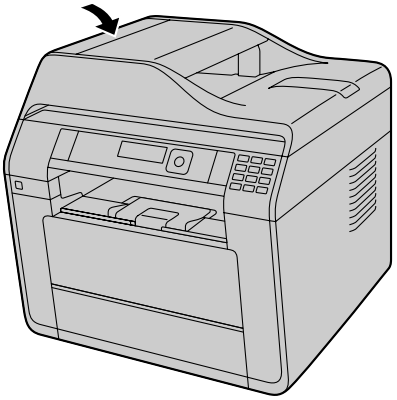
2 Open the ADF cover (①) while holding the document cover (②).



3 Clean the document feeder rollers (①) with a cloth moistened with water, and let all parts dry thoroughly.



4 Close the ADF cover.



5 Turn the power switch ON.

17.3 Cleaning the recording paper feeder rollers of the multi-purpose tray

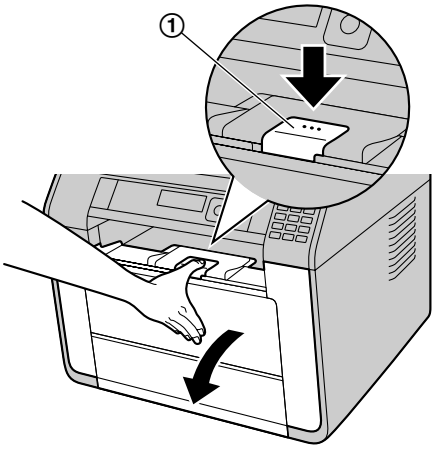
Clean the recording paper feeder rollers when documents fed from the multi-purpose tray frequently misfeed.

Caution:

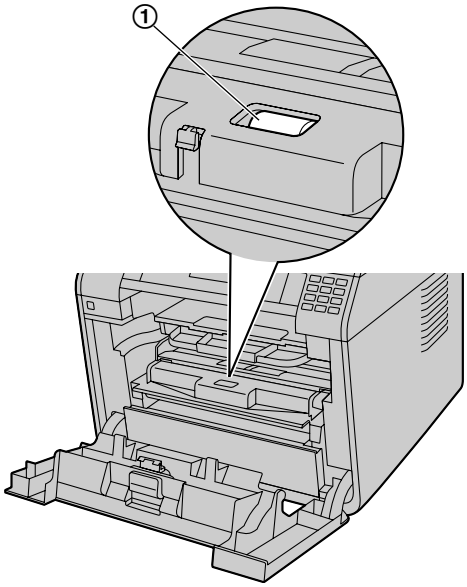
- **Do not use paper products, such as paper towels or tissues for cleaning.**

1 Turn the power switch OFF.

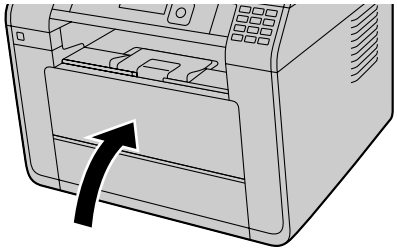
2 Press the button (①) and open the front cover.



3 You can clean the recording paper feed rollers (①) with a cloth lightly moistened with water, and let all parts dry thoroughly.



4 Close the front cover.



5 Turn the power switch ON.

17.4 Cleaning the pickup rollers

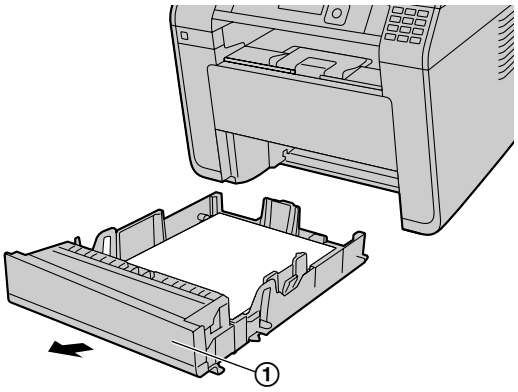
Clean the pickup rollers when documents fed from the standard input tray frequently misfeed.

Caution:

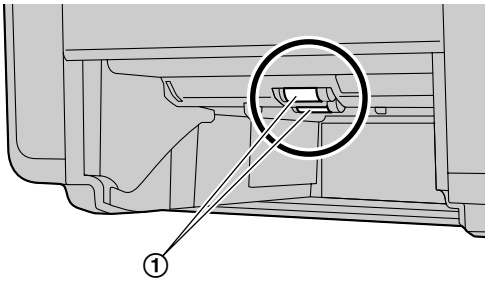
- **Do not use paper products, such as paper towels or tissues for cleaning.**

1 Turn the power switch OFF.

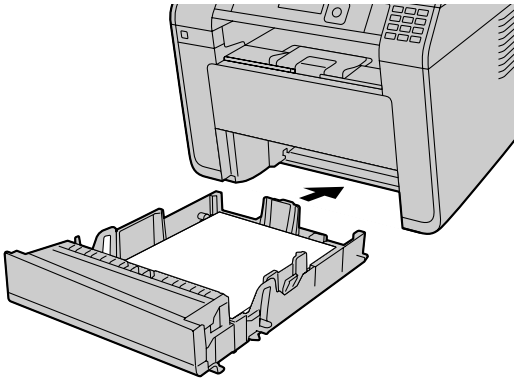
2 Pull the standard input tray (①) until it clicks into place, then pull it completely out, lifting the front part of the tray.



3 Clean the pickup rollers (①) with a cloth lightly moistened with water, and let all parts dry thoroughly.



4 Insert the standard input tray into the unit, lifting the front part of the tray. Then push it completely into the unit.



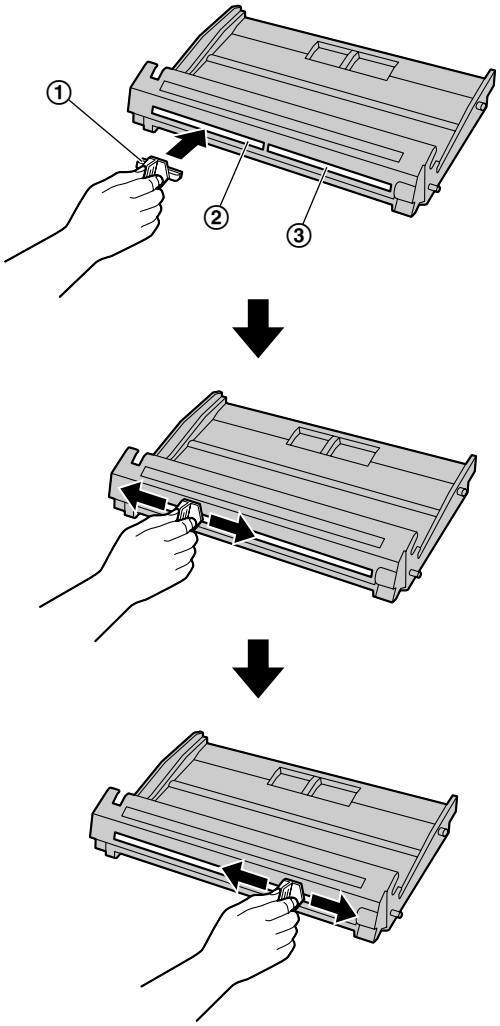
17.5 Cleaning the drum cartridge

Important:

- **If the groove of the drum cartridge is dirty, lines or dirty patterns may appear on printed sheets. Be sure to remove any toner remaining on the**

inside of the drum cartridge to maintain the print quality.

- A cleaner for the drum cartridge is supplied with the replacement toner cartridge. If you replace only the toner cartridge, clean the drum cartridge using the cleaner.
- Insert the cleaner (①) into the left groove (②) and move it from side to side at least 3 times to clean the inside of the drum cartridge. Repeat this for the right groove (③).



Note:

- Be sure to clean all the way to the edge of each groove.

18.1 Specifications

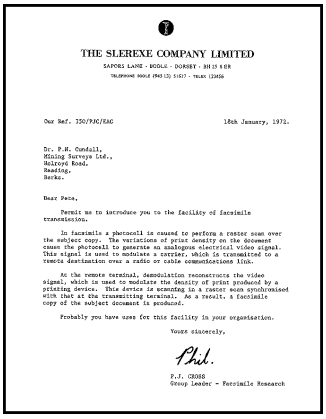
Item		Specifications	
Applicable lines[*1]		Public Switched Telephone Network	
Document size	Scanner glass	Width: Max. 216 mm Length: Max. 297 mm	
	Automatic document feeder (☞)	Width: Max. 216 mm/Min. 125 mm Length: Max. 600 mm/Min. 105 mm	
Effective scanning width		208 mm	
Effective printing width		Letter/Legal: 208 mm A4: 202 mm	
Transmission time[*1*2]		Approx. 4 s/page (ECM-MMR Memory transmission)[*3]	
Scanning density	Scanning resolution	Up to 600 × 1,200 dpi (Optical) Up to 19,200 × 19,200 dpi (Interpolated)	
	Copy resolution	Up to 600 × 600 dpi	
	Fax resolution[*1]	Horizontal	8 pels/mm
		Vertical	3.85 lines/mm -in standard resolution, 7.7 lines/mm -in fine/photo resolution, 15.4 lines/mm -in super fine resolution
Scanner type		Colour Contact Image Sensor (CIS)	
Printer type		Laser Printer	
Data compression system[*1]		Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR)	
Modem speed[*1]		33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400 bps; Automatic Fallback	
Operating environment		10 °C - 32.5 °C, 20 % - 70 % RH (Relative Humidity)	
Dimensions (Width × Depth × Height)		Approx. 400 mm × 413 mm × 400 mm	
Mass (Weight)		**KX-MB2235:** Approx. 15 kg **KX-MB2545:** Approx. 16 kg	
Power consumption	OFF[*4]	Less than 0.1 W	
	Sleep[*4]	Less than 1.0 W[*5] Less than 1.3 W[*6]	
	Ready	Approx. 55 W	
	Copy	Approx. 500 W	
	Maximum	Approx. 1,000 W (When the fuser lamp turns on)	
Power supply		**HK models:** 220-240 V AC, 50/60 Hz **TW models:** 110 V AC, 60 Hz	
Memory capacity (for operation and storing memory)		64 MB	

Item		Specifications
Fax memory capacity[*1]		**KX-MB2235:** 3.1 MB in total Approx. 80 pages of memory reception Approx. 150 pages of memory transmission **KX-MB2545:** 7.3 MB in total Approx. 350 pages of memory reception Approx. 200 pages of memory transmission (Based on the ITU-T No. 1 Test Chart in standard resolution.)
Scan to email address memory capacity[*7]		5 MB in total (including the header and email message) or 100 pages, whichever limit is reached first.
Scan to FTP server memory capacity[*7]		10 MB in total or 100 pages, whichever limit is reached first.
Scan to SMB folder memory capacity[*7]		10 MB in total or 100 pages, whichever limit is reached first.
Scan to USB memory capacity[*8]		100 pages
Laser diode properties	Laser output	Max. 10 mW
	Wavelength	760 nm - 800 nm
	Emission duration	Continuous
Print speed (pages per minute) (Approx.)	Simplex	**KX-MB2235:** A4: 28 ppm Letter: 29 ppm **KX-MB2545:** A4: 30 ppm Letter: 31 ppm
	Duplex	A4: 28 ppm Letter: 29 ppm
Printing resolution		600 × 600 dpi
CIS's LED light properties	LED radiation output	Max. 1 mW
	Wavelength	Red: 630 nm typical Green: 520 nm typical Blue: 465 nm typical
	Emission duration	Continuous

Item		Specifications
Internet fax[*9]	Communications protocol	TCP/IP, SMTP, POP3, SMTP AUTH, POP before SMTP
	Email format	MIME Base 64 Content-type: Image/TIFF
		Multipart/mixed (text/plain, Image/TIFF) attachment file format
	Data format	RFC3949 (RFC2301), TIFF-FX minimal set
		Profile: TIFF-F Encoding scheme: MH/MR/MMR Maximum document size (Width × Length): 216 mm × 600 mm
		Resolution: 8 dot × 3.85 lines/mm, 8 dot × 7.7 lines/mm, 8 dot × 15.4 lines/mm
	Internet fax message confirmation	MDN
	Compatible network types	Ethernet (10 Base-T/100 Base-TX)
	Models supporting transmission	Internet fax compliant with the TTC standards (JT-T37 full mode)
Computer interface		USB[*10*11]
		LAN (10 Base-T/100 Base-TX)[*7*10]
Importer (for TW models only)		Panasonic Marketing Sales Taiwan Co., Ltd. Registered address: 57, Jian 6th Road, Chung-Ho District, New Taipei City, Taiwan Contact address: 579, Yuan Shan Road, Chung-Ho District, New Taipei City, Taiwan Phone No.: (02) 2227-6100

*1 Only for models that support the fax feature. (☞)
*2 Transmission speed depends on the page contents, resolution, telephone line conditions and capability of the other party's machine.
*3 Transmission speed is based on the ITU-T No. 1 Test Chart with original mode. If the capability of the other party's machine is inferior to your unit, the transmission time may be longer.
*4 Based on IEC 62301 standard.
*5 Only when connected via USB interface and LAN mode (feature #580 on page 93) is OFF.
*6 Only when connected to a wired LAN.
*7 Only for models that support LAN connection. (☞)
*8 Only for models that support USB memory. (☞)
*9 Only for models that support Internet fax. (☞)
*10 To assure continued emission limit compliance:
– use only shielded Type-A male/Type-B male USB cable (Example: Hi-Speed USB 2.0 certified cable).
– use only shielded LAN cable (Category 5 (Cat-5) Ethernet cable). (☞)
*11 To protect the unit, use only shielded USB cable in areas where thunderstorms occur.

ITU-T No.1 Test Chart



THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH25 8ER

TELEPHONE BOOLE (0945 51) 51617 · TELEX 123456

Our Ref. 350/PJC/EAC 18th January, 1972.

Dr. P.H. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

P.J. CROSS
Group Leader - Facsimile Research

Note:

- Design and specifications are subject to change without notice.
- The pictures and illustrations in these instructions may vary slightly from the actual product.

Recording paper specifications

Item			Specifications
Standard input tray	Paper size	Simplex	A4, Letter, A5, Legal, B5 (ISO/JIS), 16K, 216 × 330, 216 × 340
		Duplex	A4, Letter, Legal, 216 × 330, 216 × 340
	Paper type	Simplex	Plain paper/Thin paper
		Duplex	
	Paper weight	Simplex	64 g/m² to 90 g/m²
		Duplex	
Manual tray/ multi-purpose tray	Paper size	Simplex	• A4, Letter, A5, A6, Legal, B5 (ISO/JIS), B6 (ISO/JIS), 16K, 216 × 330, 216 × 340, Custom*1 • Envelope #10/Envelope DL/Envelope YOUKEI #4/Envelope CHOUKEI #3/Envelope CHOUKEI #4 • Japan postcard
		Duplex	A4, Letter, Legal, 216 × 330, 216 × 340
	Paper type	Simplex	Plain paper/Thin paper/Thick paper/Label/Envelope/Japan postcard
		Duplex	Plain paper/Thin paper
	Paper weight	Simplex	64 g/m² to 165 g/m²
		Duplex	64 g/m² to 90 g/m²
Lower input tray (Optional) (☞)	Paper size	Simplex	A4, Letter, A5, Legal, B5 (ISO/JIS), 16K, 216 × 330, 216 × 340
		Duplex	A4, Letter, Legal, 216 × 330, 216 × 340
	Paper type	Simplex	Plain paper/Thin paper
		Duplex	
	Paper weight	Simplex	64 g/m² to 90 g/m²
		Duplex	

*1 When printing with the computer, custom size recording paper can also be used.
- GDI: 90-216 × 200-356 mm
- PCL (☞): 90-215.9 × 200-355.6 mm

Tray sheet capacity

Tray type	Paper type	Tray sheet capacity (Paper feed)*1	Tray sheet capacity (Paper eject)*2
Standard input tray	Thin paper (64 g/m² to 75 g/m²)	500*3*4	150
	Plain paper (75 g/m² to 80 g/m²)	500*3*4	150
	Plain paper (80 g/m² to 90 g/m²)	410*3	150
Manual input tray*5/ multi-purpose tray	Thin paper (64 g/m² to 75 g/m²)	50	150
	Plain paper (75 g/m² to 90 g/m²)	50	150
	Thick paper (90 g/m² to 165 g/m²)	25	1*6
	Label	25	1*6
	Envelope	10	1*6
	Postcard	10	1*6
Lower input tray (Optional) (☞)	Thin paper (64 g/m² to 75 g/m²)	500*3*4	150
	Plain paper (75 g/m² to 80 g/m²)	500*3*4	150
	Plain paper (80 g/m² to 90 g/m²)	410*3	150

*1 If you load more than the specified amount of paper, a paper jam may occur and the paper may be damaged.
*2 The number of sheets that can be held in the paper exit area may vary depending on the usage environment.
*3 200 sheets for A5 size.
*4 Depending on the type of paper, the loaded paper may exceed the upper limit mark. In this case, remove some paper from the tray.
*5 The manual input tray can only load 1 sheet for feeding all types of paper.
*6 Thick paper and special media will be printed out from the rear side. In this case, remove each paper/media after printing.

Paper size

(width × length)

Item		Specifications
Plain paper/Thin paper/Thick paper/Label	A4	210 × 297 mm
	A5	148 × 210 mm
	A6	105 × 148 mm
	Letter	216 × 279 mm
	Legal	216 × 356 mm
	B5 (ISO)	176 × 250 mm
	B5 (JIS)	182 × 257 mm
	B6 (ISO)	125 × 176 mm
	B6 (JIS)	128 × 182 mm
	16K	195 × 270 mm
	216 × 330	216 × 330 mm
	216 × 340	216 × 340 mm
	Custom size	GDI: 90-216 × 200-356 mm PCL*1: 90-215.9 × 200-355.6 mm
Envelope	Envelope #10	104.7 × 241.3 mm
	Envelope DL	110 × 220 mm
	Envelope YOUKEI #4	105 × 235 mm
	Envelope CHOUKEI #3	120 × 235 mm
	Envelope CHOUKEI #4	90 × 205 mm
Postcard	Japan postcard	100 × 148 mm

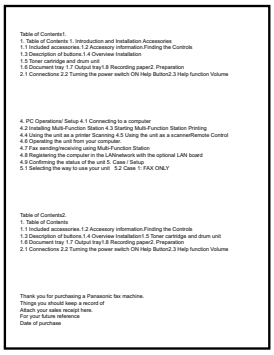
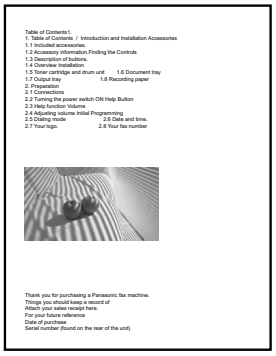
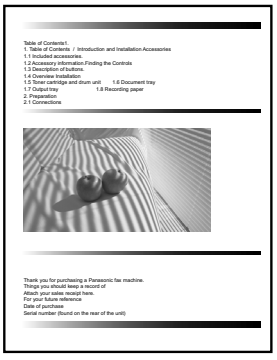
*1 Only for models that support the PCL driver. (☞)

Toner cartridge life

The toner cartridge needs to be replaced regularly and the cartridge life will depend on the type of documents printed.

The expected page count is based on “ISO/IEC 19752”*1 when printing A4 size paper with the default print density setting. The examples below show the effect of different printed content on the expected page count.

*1 “ISO/IEC 19752” is the global standard related to “Method for the determination of toner cartridge yield for monochromatic electrographic printers and multi-function devices that may contain printer components” issued by ISO (International Organization for Standardization).

Example 1	Example 2	Example 3
		
Number of approximate prints:	Number of approximate prints:	Number of approximate prints:
KX-FAT421H 2,000	KX-FAT421H 1,000	KX-FAT421H 700
KX-FAT430H 3,000	KX-FAT430H 1,500	KX-FAT430H 1,000
KX-FAT431H 6,000	KX-FAT431H 3,000	KX-FAT431H 2,000

Note:

- There are various factors that determine the actual toner cartridge life, such as temperature, humidity, type of paper, how much toner you use, or the number of pages per print job. The actual number of pages your toner cartridge will print may be significantly less than this estimate if your unit is often used for printing a small number of pages per job. Because many of the factors that determine the actual toner cartridge life cannot be controlled, we cannot guarantee a minimum number of pages that will be printed by your toner cartridge.
- The number of pages changes with the depth, thickness and size of the characters.
- The life of the toner cartridge will change depending on the printed pages per job. If almost all printing is done with 1 page per job, the toner cartridge life may be reduced by approx. 30 % from example 1 shown above.
- If you turn on the toner save feature, the toner cartridge will last approx. 20 % longer.
- For toner cartridge life standard, see page 13.

Drum life

The drum cartridge needs to be replaced regularly. The maximum drum life is approx. 18,000 A4 size single-sided pages.

Note:

- There are various factors that determine the actual drum cartridge life, such as temperature, humidity and the type of paper used. Because many of the factors that determine the actual drum cartridge life cannot be controlled, we are unable to guarantee a minimum number of pages that will be printed by your drum cartridge. As a result the actual number of pages your drum cartridge will print may be significantly less than this estimate.
- If machine shows **“DRUM LIFE OVER”** on the display, drum cartridge has almost reached the end of its life. In this case, machine will not stop printing, but we strongly recommend that you replace the drum cartridge to avoid poor print quality.

Waste disposal method

Waste material should be disposed of under conditions which meet all national and local environmental regulations.

18.2 Information of copyrights and licences

- This product contains Net-SNMP software and is using it based on the following licence conditions.

---- Part 1: CMU/UCD copyright notice: (BSD like) -----

Copyright 1989, 1991, 1992 by Carnegie Mellon University

Derivative Work - 1996, 1998-2000
Copyright 1996, 1998-2000 The Regents of the University of California

All Rights Reserved

Permission to use, copy, modify and distribute this software and its documentation for any purpose and without fee is hereby granted, provided that the above copyright notice appears in all copies and that both that copyright notice and this permission notice appear in supporting documentation, and that the name of CMU and The Regents of the University of California not be used in advertising or publicity pertaining to distribution of the software without specific written permission.

CMU AND THE REGENTS OF THE UNIVERSITY OF CALIFORNIA DISCLAIM ALL WARRANTIES WITH REGARD TO THIS SOFTWARE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS. IN NO EVENT SHALL CMU OR THE REGENTS OF THE UNIVERSITY OF CALIFORNIA BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM THE LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.

---- Part 2: Networks Associates Technology, Inc copyright notice (BSD) -----

Copyright (c) 2001-2003, Networks Associates Technology, Inc
All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

* Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

* Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

* Neither the name of the Networks Associates Technology, Inc nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDERS AND CONTRIBUTORS ``AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT HOLDERS OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

---- Part 3: Cambridge Broadband Ltd. copyright notice (BSD) -----

Portions of this code are copyright (c) 2001-2003, Cambridge Broadband Ltd.
All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

* Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

* Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

* The name of Cambridge Broadband Ltd. may not be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDER ``AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT HOLDER BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

---- Part 4: Sun Microsystems, Inc. copyright notice (BSD) -----

Copyright © 2003 Sun Microsystems, Inc., 4150 Network Circle, Santa Clara,
California 95054, U.S.A. All rights reserved.

Use is subject to license terms below.

This distribution may include materials developed by third parties.

Sun, Sun Microsystems, the Sun logo and Solaris are trademarks or registered trademarks of Sun Microsystems, Inc. in the U.S. and other countries.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

* Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

* Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

* Neither the name of the Sun Microsystems, Inc. nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDERS AND CONTRIBUTORS ``AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT HOLDERS OR CONTRIBUTORS BE LIABLE

FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Also this product contains software which includes following notices and licences.

/**
Copyright 1988, 1989, 1990 by Carnegie Mellon University
Copyright 1989 TGV, Incorporated

All Rights Reserved

Permission to use, copy, modify, and distribute this software and its documentation for any purpose and without fee is hereby granted, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation, and that the name of CMU and TGV not be used in advertising or publicity pertaining to distribution of the software without specific, written prior permission.

CMU AND TGV DISCLAIMS ALL WARRANTIES WITH REGARD TO THIS SOFTWARE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS, IN NO EVENT SHALL CMU OR TGV BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.
**/

- This product contains thttpd software that ACMELabs developed and is using it based on the following licence conditions.

Copyright 1995,1998,1999, 2000 by Jef Poskanzer <jef@acme.com>.
All rights reserved.
Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:
1. Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.
2. Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

THIS SOFTWARE IS PROVIDED BY THE AUTHOR AND CONTRIBUTORS ``AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE AUTHOR OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

- This product includes software (MD4, DES, MD5) developed by the OpenSSL Project, which are used MD4, DES in SMB authentication and MD5 in SMTP authentication. Also OpenSSL software is used under the following terms and conditions of licence.

LICENSE ISSUES
==============

The OpenSSL toolkit stays under a dual license, i.e. both the conditions of the OpenSSL License and the original SSLeay license apply to the toolkit. See below for the actual license texts. Actually both licenses are BSD-style Open Source licenses. In case of any license issues related to OpenSSL please contact openssl-core@openssl.org.

OpenSSL License

```
/* ====================================================================
 * Copyright (c) 1998-2000 The OpenSSL Project.  All rights reserved.
 *
 * Redistribution and use in source and binary forms, with or without
 * modification, are permitted provided that the following conditions
 * are met:
 *
```

```
 * 1. Redistributions of source code must retain the above copyright
 *    notice, this list of conditions and the following disclaimer.
 *
 * 2. Redistributions in binary form must reproduce the above copyright
 *    notice, this list of conditions and the following disclaimer in
 *    the documentation and/or other materials provided with the
 *    distribution.
 *
 * 3. All advertising materials mentioning features or use of this
 *    software must display the following acknowledgment:
 *    "This product includes software developed by the OpenSSL Project
 *    for use in the OpenSSL Toolkit. (http://www.openssl.org/)"
 *
 * 4. The names "OpenSSL Toolkit" and "OpenSSL Project" must not be used to
 *    endorse or promote products derived from this software without
 *    prior written permission. For written permission, please contact
 *    openssl-core@openssl.org.
 *
 * 5. Products derived from this software may not be called "OpenSSL"
 *    nor may "OpenSSL" appear in their names without prior written
 *    permission of the OpenSSL Project.
 *
 * 6. Redistributions of any form whatsoever must retain the following
 *    acknowledgment:
 *    "This product includes software developed by the OpenSSL Project
 *    for use in the OpenSSL Toolkit (http://www.openssl.org/)"
 *
 * THIS SOFTWARE IS PROVIDED BY THE OpenSSL PROJECT ``AS IS'' AND ANY
 * EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE
 * IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR
 * PURPOSE ARE DISCLAIMED.  IN NO EVENT SHALL THE OpenSSL PROJECT OR
 * ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL,
 * SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT
 * NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES;
 * LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION)
 * HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT,
 * STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE)
 * ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED
 * OF THE POSSIBILITY OF SUCH DAMAGE.
 * ====================================================================
 *
 * This product includes cryptographic software written by Eric Young
 * (eay@cryptsoft.com).  This product includes software written by Tim
 * Hudson (tjh@cryptsoft.com).
 *
 */

 Original SSLeay License
 -----------------------

/* Copyright (C) 1995-1998 Eric Young (eay@cryptsoft.com)
 * All rights reserved.
 *
 * This package is an SSL implementation written
 * by Eric Young (eay@cryptsoft.com).
 * The implementation was written so as to conform with Netscapes SSL.
 *
```

```
* This library is free for commercial and non-commercial use as long as
* the following conditions are aheared to.  The following conditions
* apply to all code found in this distribution, be it the RC4, RSA,
* lhash, DES, etc., code; not just the SSL code.  The SSL documentation
* included with this distribution is covered by the same copyright terms
* except that the holder is Tim Hudson (tjh@cryptsoft.com).
*
* Copyright remains Eric Young's, and as such any Copyright notices in
* the code are not to be removed.
* If this package is used in a product, Eric Young should be given attribution
* as the author of the parts of the library used.
* This can be in the form of a textual message at program startup or
* in documentation (online or textual) provided with the package.
*
* Redistribution and use in source and binary forms, with or without
* modification, are permitted provided that the following conditions
* are met:
* 1. Redistributions of source code must retain the copyright
*    notice, this list of conditions and the following disclaimer.
* 2. Redistributions in binary form must reproduce the above copyright
*    notice, this list of conditions and the following disclaimer in the
*    documentation and/or other materials provided with the distribution.
* 3. All advertising materials mentioning features or use of this software
*    must display the following acknowledgement:
*    "This product includes cryptographic software written by
*    Eric Young (eay@cryptsoft.com)"
*    The word 'cryptographic' can be left out if the rouines from the library
*    being used are not cryptographic related :-).
* 4. If you include any Windows specific code (or a derivative thereof) from
*    the apps directory (application code) you must include an acknowledgement:
*    "This product includes software written by Tim Hudson (tjh@cryptsoft.com)"
*
* THIS SOFTWARE IS PROVIDED BY ERIC YOUNG ``AS IS'' AND
* ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE
* IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE
* ARE DISCLAIMED.  IN NO EVENT SHALL THE AUTHOR OR CONTRIBUTORS BE LIABLE
* FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL
* DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS
* OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION)
* HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT
* LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY
* OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF
* SUCH DAMAGE.
*
* The licence and distribution terms for any publically available version or
* derivative of this code cannot be changed.  i.e. this code cannot simply be
* copied and put under another distribution licence
* [including the GNU Public Licence.]
*/
```

- JPEG

This software is based in part on the work of the Independent JPEG Group.

- libtiff is a software written by Sam Leffler while working for Silicon Graphics.

Copyright(C) 1988-1997 Sam Leffler
Copyright(C) 1991-1997 Silicon Graphics, Inc.

- zlib is a library written by Jean-loup Gailly and Mark Adler.

Copyright(C) 1995-2005 Jean-loup Gailly and Mark Adler

- This product includes software (MD5) developed by the RSA Data Security, Inc., which is used in SSL/TLS and internet fax authentication.

18.3 Chinese pronunciation chart (TW models only)

本表提供國音第二式及漢語拚音法。國音第二式拚音法係民國 75 年元月 28 日教育部所公告之拚音法

國音第一式	國音第二式	漢語拚音法
ㄅㄚ	ba	ba
ㄅㄞ	bai	bai
ㄅㄢ	ban	ban
ㄅㄤ	bang	bang
ㄅㄠ	bau	bao
ㄅㄟ	bei	bei
ㄅㄣ	ben	ben
ㄅㄥ	beng	beng
ㄅㄧ	bi	bi
ㄅㄧㄠ	biau	biao
ㄅㄧㄝ	bie	bie
ㄅㄧㄢ	bian	bian
ㄅㄧㄣ	bin	bin
ㄅㄧㄥ	bing	bing
ㄅㄛ	bo	bo
ㄅㄨ	bu	bu
ㄆㄚ	pa	pa
ㄆㄞ	pai	pai
ㄆㄢ	pan	pan
ㄆㄤ	pang	pang
ㄆㄠ	pau	pao
ㄆㄟ	pei	pei
ㄆㄣ	pen	pen
ㄆㄥ	peng	peng
ㄆㄧ	pi	pi
ㄆㄧㄠ	piau	piao
ㄆㄧㄝ	pie	pie
ㄆㄧㄢ	pian	pian
ㄆㄧㄣ	pin	pin
ㄆㄧㄥ	ping	ping
ㄆㄛ	po	po
ㄆㄡ	pou	pou
ㄆㄨ	pu	pu
ㄇㄚ	ma	ma
ㄇㄞ	mai	mai
ㄇㄢ	man	man
ㄇㄤ	mang	mang
ㄇㄠ	mau	mao
ㄇㄟ	mei	mei
ㄇㄣ	men	men
ㄇㄥ	meng	meng
ㄇㄧ	mi	mi
ㄇㄧㄠ	miau	miao
ㄇㄧㄝ	mie	mie
ㄇㄧㄢ	mian	mian
ㄇㄧㄣ	min	min
ㄇㄧㄥ	ming	ming
ㄇㄧㄡ	miou	miu
ㄇㄛ	mo	mo
ㄇㄡ	mou	mou
ㄇㄨ	mu	mu
ㄈㄚ	fa	fa
ㄈㄢ	fan	fan
ㄈㄤ	fang	fang
ㄈㄟ	fei	fei
ㄈㄣ	fen	fen
ㄈㄥ	feng	feng
ㄈㄛ	fo	fo
ㄈㄡ	fou	fou
ㄈㄨ	fu	fu
ㄉㄚ	da	da
ㄉㄞ	dai	dai
ㄉㄢ	dan	dan
ㄉㄤ	dang	dang
ㄉㄠ	dau	dao
ㄉㄜ	de	de
ㄉㄟ	dei	dei
ㄉㄥ	deng	deng
ㄉㄧ	di	di
ㄉㄧㄠ	diau	diao
ㄉㄧㄝ	die	die
ㄉㄧㄢ	dian	dian
ㄉㄧㄥ	ding	ding
ㄉㄧㄡ	diou	diu
ㄉㄨㄛ	duo	duo
ㄉㄡ	dou	dou
ㄉㄨ	du	du
ㄉㄨㄢ	duan	duan
ㄉㄨㄟ	duei	dui
ㄉㄨㄣ	duen	dung
ㄉㄨㄥ	dung	dong

國音第一式	國音第二式	漢語拚音法
ㄊㄚ	ta	ta
ㄊㄞ	tai	tai
ㄊㄢ	tan	tan
ㄊㄤ	tang	tang
ㄊㄠ	tau	tao
ㄊㄜ	te	te
ㄊㄥ	teng	teng
ㄊㄧ	ti	ti
ㄊㄧㄠ	tiau	tiao
ㄊㄧㄝ	tie	tie
ㄊㄧㄢ	tian	tian
ㄊㄧㄥ	ting	ting
ㄊㄨㄛ	tuo	tuo
ㄊㄡ	tou	tou
ㄊㄨ	tu	tu
ㄊㄨㄢ	tuan	tuan
ㄊㄨㄟ	tuei	tui
ㄊㄨㄣ	tuen	tun
ㄊㄨㄥ	tung	tong
ㄋㄚ	na	na
ㄋㄞ	nai	nai
ㄋㄢ	nan	nan
ㄋㄤ	nang	nang
ㄋㄠ	nau	nao
ㄋㄜ	ne	ne
ㄋㄟ	nei	nei
ㄋㄣ	nen	nen
ㄋㄥ	neng	neng
ㄋㄧ	ni	ni
ㄋㄧㄤ	niang	niang
ㄋㄧㄠ	niau	niao
ㄋㄧㄝ	nie	nie
ㄋㄧㄢ	nian	nian
ㄋㄧㄣ	nin	nin
ㄋㄧㄥ	ning	ning
ㄋㄧㄡ	niou	niu
ㄋㄨㄛ	nuo	nuo
ㄋㄡ	nou	nou
ㄋㄨ	nu	nu
ㄋㄨㄢ	nuan	nuan
ㄋㄨㄥ	nung	nong
ㄋㄩ	niu	nv
ㄋㄩㄝ	niug	nue
ㄌㄚ	la	la
ㄌㄞ	lai	lai
ㄌㄢ	lan	lan
ㄌㄤ	lang	lang
ㄌㄠ	lau	lao
ㄌㄜ	le	le
ㄌㄟ	lei	lei
ㄌㄥ	leng	leng
ㄌㄧ	li	li
ㄌㄧㄚ	lia	lia
ㄌㄧㄤ	liang	liang
ㄌㄧㄠ	liau	liao
ㄌㄧㄝ	lie	lie
ㄌㄧㄢ	lian	lian
ㄌㄧㄣ	lin	lin
ㄌㄧㄥ	ling	ling
ㄌㄧㄡ	liou	liu
ㄌㄨㄛ	luo	luo
ㄌㄡ	lou	lou
ㄌㄨ	lu	lu
ㄌㄨㄢ	luan	luan
ㄌㄨㄣ	luen	lun
ㄌㄨㄥ	lung	long
ㄌㄩ	liu	lv
ㄌㄩㄝ	liue	lue
ㄍㄚ	ga	ga
ㄍㄞ	gai	gai
ㄍㄢ	gan	gan
ㄍㄤ	gang	gang
ㄍㄠ	gau	gao
ㄍㄜ	ge	ge
ㄍㄟ	gei	gei
ㄍㄣ	gen	gen
ㄍㄥ	geng	geng
ㄍㄡ	gou	gou
ㄍㄨ	gu	gu
ㄍㄨㄚ	gua	gua

國音第一式	國音第二式	漢語拚音法
ㄍㄨㄞ	guei	guai
ㄍㄨㄢ	guan	guan
ㄍㄨㄤ	guang	guang
ㄍㄨㄟ	guei	gui
ㄍㄨㄣ	guen	gun
ㄍㄨㄥ	gung	gong
ㄍㄨㄛ	guo	guo
ㄎㄚ	ka	ka
ㄎㄞ	kai	kai
ㄎㄢ	kan	kan
ㄎㄤ	kang	kang
ㄎㄠ	kau	kao
ㄎㄜ	ke	ke
ㄎㄣ	ken	ken
ㄎㄥ	keng	keng
ㄎㄡ	kou	kou
ㄎㄨ	ku	ku
ㄎㄨㄚ	kua	kua
ㄎㄨㄞ	kuai	kuai
ㄎㄨㄢ	kuang	kuan
ㄎㄨㄤ	kuang	kuang
ㄎㄨㄟ	kuei	kui
ㄎㄨㄣ	kuen	kun
ㄎㄨㄥ	kung	kong
ㄎㄨㄛ	kuo	kuo
ㄏㄚ	ha	ha
ㄏㄞ	hai	hai
ㄏㄢ	han	han
ㄏㄤ	hang	hang
ㄏㄠ	hau	hao
ㄏㄟ	hei	hei
ㄏㄣ	hen	hen
ㄏㄥ	heng	heng
ㄏㄜ	he	he
ㄏㄡ	hou	hou
ㄏㄨ	hu	hu
ㄏㄨㄚ	hua	hua
ㄏㄨㄞ	huai	huai
ㄏㄨㄢ	huan	huan
ㄏㄨㄤ	huang	huang
ㄏㄨㄟ	huei	hui
ㄏㄨㄣ	huen	hun
ㄏㄨㄥ	hung	hong
ㄏㄨㄛ	huo	huo
ㄐㄧ	ji	ji
ㄐㄧㄚ	jia	jia
ㄐㄧㄤ	jiang	jiang
ㄐㄧㄠ	jieu	jiao
ㄐㄧㄝ	jie	jie
ㄐㄧㄢ	jian	jian
ㄐㄧㄣ	jin	jin
ㄐㄧㄥ	jing	jing
ㄐㄧㄡ	jiou	jiu
ㄐㄩㄥ	jiung	jiong
ㄐㄩ	jiu	ju
ㄐㄩㄢ	jiuan	juan
ㄐㄩㄝ	jiue	jue
ㄐㄩㄣ	jiun	jun
ㄑㄧ	chi	qi
ㄑㄧㄚ	chia	qia
ㄑㄧㄤ	chiang	qiang
ㄑㄧㄠ	chiau	qiao
ㄑㄧㄝ	chie	qie
ㄑㄧㄢ	chian	qian
ㄑㄧㄣ	chin	qin
ㄑㄧㄥ	ching	qing
ㄑㄧㄡ	chiou	qiu
ㄑㄩㄥ	chiung	qiong
ㄑㄩ	chiu	qu
ㄑㄩㄢ	chiuan	quan
ㄑㄩㄝ	chiue	que
ㄑㄩㄣ	chiun	qun
ㄒㄧ	shi	xi
ㄒㄧㄚ	shia	xia
ㄒㄧㄤ	shiang	xiang
ㄒㄧㄠ	shiau	xiao
ㄒㄧㄝ	shie	xie
ㄒㄧㄢ	shian	xian
ㄒㄧㄣ	shin	xin
ㄒㄧㄥ	shing	xing
ㄒㄧㄡ	shiou	xiu

國音第一式	國音第二式	漢語拚音法
ㄒㄩㄥ	shiung	xiong
ㄒㄩ	shiu	xu
ㄒㄩㄢ	shiuan	xuan
ㄒㄩㄝ	shiue	xue
ㄒㄩㄣ	shiun	xun
ㄓㄚ	ja	zha
ㄓㄞ	jai	zhai
ㄓㄢ	jan	zhan
ㄓㄤ	jang	zhang
ㄓㄠ	jau	zhao
ㄓㄜ	je	zhe
ㄓㄣ	jen	zhen
ㄓㄥ	jeng	zheng
ㄓㄨㄛ	juo	zhuo
ㄓㄡ	jou	zhou
ㄓㄨ	ju	zhu
ㄓㄨㄚ	jua	zhua
ㄓㄨㄞ	juai	zhuai
ㄓㄨㄢ	juan	zhuan
ㄓㄨㄤ	juang	zhuang
ㄓㄨㄟ	juei	zhui
ㄓㄨㄣ	juen	zhun
ㄓㄨㄥ	jung	zhong
ㄓ	jr	zhi
ㄔㄚ	cha	cha
ㄔㄞ	chai	chai
ㄔㄢ	chan	chan
ㄔㄤ	chang	chang
ㄔㄠ	chau	chao
ㄔㄜ	che	che
ㄔㄣ	chen	chen
ㄔㄥ	cheng	cheng
ㄔㄨㄛ	chuo	chuo
ㄔㄡ	chou	chou
ㄔㄨ	chu	chu
ㄔㄨㄚ	chua	chua
ㄔㄨㄞ	chuai	chuai
ㄔㄨㄢ	chuan	chuan
ㄔㄨㄤ	chuang	chuang
ㄔㄨㄟ	chuei	chui
ㄔㄨㄣ	chuen	chun
ㄔㄨㄥ	chung	chong
ㄔ	ch	chi
ㄕㄚ	sha	sha
ㄕㄞ	shai	shai
ㄕㄢ	shan	shan
ㄕㄤ	shang	shang
ㄕㄠ	shao	shao
ㄕㄜ	she	she
ㄕㄟ	shei	shei
ㄕㄣ	shen	shen
ㄕㄥ	sheng	sheng
ㄕ	shr	shi
ㄕㄡ	shou	shou
ㄕㄨ	shu	shu
ㄕㄨㄚ	shua	shua
ㄕㄨㄞ	shuai	shuai
ㄕㄨㄢ	shuan	shuan
ㄕㄨㄤ	shuang	shuang
ㄕㄨㄟ	shuei	shui
ㄕㄨㄣ	shuen	shun
ㄕㄨㄛ	shuo	shuo
ㄖㄢ	ran	ran
ㄖㄤ	rang	rang
ㄖㄠ	rau	rao
ㄖㄜ	re	re
ㄖㄣ	ren	ren
ㄖㄥ	reng	reng
ㄖ	r	ri
ㄖㄨㄛ	ruo	ruo
ㄖㄡ	rou	rou
ㄖㄨ	ru	ru
ㄖㄨㄢ	ruan	ruan
ㄖㄨㄟ	ruei	rui
ㄖㄨㄣ	ruen	run
ㄖㄨㄥ	rung	rong
ㄗㄚ	tza	zi
ㄗㄞ	tzai	zai
ㄗㄢ	tzan	zan
ㄗㄤ	tzang	zang

國音第一式	國音第二式	漢語拚音法
ㄗㄠ	tzau	zao
ㄗㄜ	tza	ze
ㄗㄟ	tzei	zei
ㄗㄣ	tzen	zen
ㄗㄥ	tzeng	zeng
ㄗㄨㄛ	tzuo	zuo
ㄗㄡ	tzou	zou
ㄗㄨ	tzu	zu
ㄗㄨㄢ	tzuan	zuan
ㄗㄨㄟ	tzuei	zui
ㄗㄨㄣ	tzuen	zun
ㄗㄨㄥ	tzung	zong
ㄗ	tz	zi
ㄘㄚ	tsa	ca
ㄘㄞ	tsai	cai
ㄘㄢ	tsan	can
ㄘㄤ	tsang	cang
ㄘㄠ	tsau	cao
ㄘㄜ	tse	ce
ㄘㄣ	tsen	cen
ㄘㄥ	tseng	ceng
ㄘㄨㄛ	tsuo	cuo
ㄘㄡ	tsou	cou
ㄘㄨ	tsu	cu
ㄘㄨㄢ	tsuan	cuan
ㄘㄨㄟ	tsuei	cui
ㄘㄨㄣ	tsuen	cun
ㄘㄨㄥ	tsung	cong
ㄘ	tsz	ci
ㄙㄚ	sa	sa
ㄙㄞ	sai	sai
ㄙㄢ	san	san
ㄙㄤ	sang	sang
ㄙㄠ	sau	sao
ㄙㄜ	se	se
ㄙㄣ	sen	sen
ㄙㄥ	seng	seng
ㄙㄨㄛ	suo	suo
ㄙㄡ	sou	sou
ㄙㄨ	su	su
ㄙㄨㄢ	suan	suan
ㄙㄨㄟ	suei	sui
ㄙㄨㄣ	suen	sun
ㄙㄨㄥ	sung	song
ㄙ	sz	si
ㄧㄚ	ya	ya
ㄧㄤ	yang	yang
ㄧㄠ	yau	yao
ㄧㄝ	ye	ye
ㄧㄢ	yan	yan
ㄧ	yi	yi
ㄧㄣ	yin	yin
ㄧㄥ	ying	ying
ㄧㄡ	you	you
ㄨㄚ	wa	wa
ㄨㄞ	wai	wai
ㄨㄢ	wan	wan
ㄨㄤ	wang	wang
ㄨㄟ	wei	wei
ㄨㄣ	wen	wun
ㄨㄥ	weng	weng
ㄨㄛ	wo	wo
ㄨ	wu	wu
ㄩㄥ	yung	yong
ㄩ	yu	yu
ㄩㄢ	yuan	yuan
ㄩㄝ	yue	yue
ㄩㄣ	yun	yun
ㄚ	a	a
ㄞ	ai	ai
ㄢ	an	an
ㄤ	ang	ang
ㄠ	au	ao
ㄜ	a	e
ㄣ	en	en
ㄥ	eng	eng
ㄡ	iou	ou
ㄦ	er	er

19.1 Index

#

#101 Date and time: *23*
#102 Your logo: *24*
#103 Your fax number: *24*
#120 Dialling mode: *72*
#121 Recall/Flash time: *72*
#124 ADSL mode: *72*
#145 LCD display contrast: *73*
#147 Scale selection: *73*
#148 Display interval: *73*
#151 Administrator code: *73*
#154 Mode restriction: *103*
#155 Change password: *73*
#158 Maintenance time: *74*
#159 Set all features to default: *74*
#161 Ringer pattern: *74*
#165 Beep sound: *74*
#174 Job end notification: *74*
#210 FAX ring count: *75*
#212 TEL/FAX delayed ring count: *79*
#216 Automatic Caller ID list: *75*
#226 Time adjustment: *75*
#289 All address book erase: *75*
#380 Paper size in the standard input tray: *76*
#381 Paper size in the manual tray/multi-purpose tray: *76*
#382 Paper size in the lower input tray: *77*
#383 Paper type for standard input tray: *77*
#384 Paper type for manual tray/multi-purpose tray: *77*
#385 Paper type for lower input tray: *77*
#390 Input tray setting for lists and reports: *77*
#401 Sending report: *58*, *79*
#402 Automatic journal report: *58*, *79*
#403 Power save: *78*
#404 Manual answer mode: *79*
#405 Default fax resolution: *79*
#407 Duplex print setting for fax reception: *79*
#411 Overseas mode: *80*
#412 Delayed send: *58*
#413 ECM selection: *80*
#416 Connecting tone: *80*
#418 Maximum fax speed: *80*
#419 Quick scan mode: *80*
#420 Confirming the destination: *80*
#421 Dial keypad entry restriction: *80*
#422 Fax number re-entry: *81*
#424 Confirming the next document: *81*
#425 Direct SMTP: *81*
#426 Delivery notice: *81*
#428 POP timer setting: *81*
#430 Distinctive Ring: *81*
#430 Duplex Ring: *81*
#431 Fax ring pattern: *81*
#432 Auto reduction: *81*
#434 Fax activation code: *82*
#436 Silent fax ring count: *82*
#437 Memory reception alert: *82*
#438 Friendly reception: *82*
#440 Input tray setting for fax: *82*
#442 PC fax setting: *83*
#443 PC fax reception: *65*
#448 Fax preview mode: *65*
#450 Web fax preview access code: *83*
#451 Fax receive notify: *83*
#452 Fax to email address setting: *83*
#458 All received fax erase: *83*
#459 Set fax features to default: *84*
#460 Input tray setting for copy: *85*
#461 Default copy resolution: *85*
#462 Contrast hold: *78*
#463 Default operation mode: *78*
#464 Mode timer: *78*
#467 Page layout hold: *85*
#468 Zoom hold: *85*
#469 Collate hold: *85*
#470 Duplex hold: *85*
#473 Edge hold: *85*
#474 Frame margin: *85*
#475 Margin hold: *86*
#479 Counter view for departments: *103*
#482 Toner save: *20*, *78*
#493 Scan mode: *90*
#494 Scan parameter hold: *90*
#500 DHCP mode: *91*
#501 IP address: *91*
#502 Subnet mask: *91*
#503 Default gateway: *91*
#504 DNS server #1: *91*
#505 DNS server #2: *91*
#507 Machine name: *91*
#508 MAC address: *91*
#513 Bonjour: *91*
#526 Network status: *114*
#532 IP filtering: *92*
#533 Auto IP: *92*
#534 HTTPD: *92*
#535 IPv6 protocol: *92*
#538 WINS server #1: *92*
#539 WINS server #2: *92*
#567 Address book editing on web: *92*
#568 Caller ID list on web: *92*
#569 Journal on web: *92*
#578 All FTP/SMB address erase: *93*
#580 LAN mode: *93*
#660 Number of copies in USB print: *94*
#661 Recording paper orientation in USB print: *94*
#662 N in 1 setting in USB print: *94*
#663 N in 1 page border in USB print: *94*
#664 Duplex in USB print: *94*
#665 Continuous in USB print: *94*
#669 Input tray in USB print: *94*
#672 Display sort setting in USB print: *95*
#760 Input tray in PCL: *87*
#762 Number of copies in PCL: *87*
#763 Paper size in PCL: *87*
#764 Image reduction in PCL: *87*
#765 Recording paper direction in PCL: *87*
#766 A4 wide printing in PCL: *87*
#767 Line per page in PCL: *88*
#768 Font source in PCL: *88*
#769 Font number in PCL: *88*
#770 Font pitch/point in PCL: *88*

#771 Symbol set in PCL: *88*
#772 Line breaks in PCL: *88*
#773 Auto continue mode: *88*
#774 Data timeout: *89*
#776 Mutual A4/letter print: *89*

A

Address book
  All erase (Feature #289): *75*
  Sending faxes: *57*
  Storing: *55*
Address book editing on web (Feature #567): *92*
Address list: *101*
ADSL mode (Feature #124): *72*
All FTP/SMB address erase (Feature #578): *93*
Answering machine: *62*
Auto continue mode (Feature #773): *88*
Auto IP (Feature #533): *92*
Auto reduction (Feature #432): *81*
Automatic document feeder: *35*

B

Basic features: *72*
Beep sound (Feature #165): *74*
Bonjour (Feature #513): *91*
Broadcast list: *101*
Broadcast transmission: *58*, *67*

C

Caller ID
  Calling back: *69*
  Storing: *69*
Caller ID list (Feature #216): *75*
Caller ID list on web (Feature #568): *92*
Character entry: *53*
Cleaning
  Document feeder rollers: *132*
  Drum cartridge: *133*
  Pickup rollers: *133*
  Recording paper feeder rollers: *132*
  White plates and glass: *131*
Collate hold (Feature #469): *85*
Confirming the destination (Feature #420): *80*
Confirming the next document (Feature #424): *81*
Connecting tone (Feature #416): *80*
Connections: *21*
  LAN: *21*
  USB: *26*
Contrast: *45*, *57*
Contrast hold (Feature #462): *78*
Copy: *45*
  Booklet: *51*
  Collation: *47*
  Duplex: *46*
  Edge: *51*
  Image repeat: *48*
  Margin: *51*
  N in 1: *50*
  N in 1 (Separate): *50*
  Poster: *49*
  Proof set: *48*
  Quick ID: *48*
  Reserve: *52*
  Zoom: *46*
Copy features: *85*
Copy size: *45*
Count number report: *104*

D

Data timeout (Feature #774): *89*
Date and time (Feature #101): *23*
Default copy resolution (Feature #461): *85*
Default fax resolution (Feature #405): *79*
Default gateway (Feature #503): *91*
Default operation mode (Feature #463): *78*
Delayed send (Feature #412): *58*
DHCP mode (Feature #500): *91*
Dial keypad entry restriction (Feature #421): *80*
Dialling mode (Feature #120): *72*
Direct print feature: *40*
Directory: *100*
Display contrast (Feature #145): *73*
Display interval (Feature #148): *73*
Display messages: *109*
Distinctive Ring service (Feature #430): *81*
DNS server #1 (Feature #504): *91*
DNS server #2 (Feature #505): *91*
Drum cartridge: *18*
Drum life: *141*
Duplex feature
  Copy: *46*
  Print: *37*
Duplex hold (Feature #470): *85*
Duplex print setting for fax reception (Feature #407): *79*
Duplex ring service: *71*
Duplex Ring service (Feature #430): *81*

E

Easy Print Utility: *39*
ECM selection (Feature #413): *80*
Ecology mode: *102*
Edge hold (Feature #473): *85*
Email address
  All erase (Feature #578): *93*
  Storing: *55*, *100*
Email conditions (SSL exception): *116*
Envelope: *38*
Extension telephone: *61*

F

Fax activation code (Feature #434): *82*
Fax features: *79*
Fax number (Feature #103): *24*
Fax number re-entry (Feature #422): *81*
FAX ONLY mode: *60*
Fax preview mode (Feature #448): *65*
Fax receive notify (Feature #451): *83*
FAX ring count (Feature #210): *75*
Fax to email address: *66*

Fax to email address setting (Feature #452): *83*
Flash time (Feature #121): *72*
Frame margin (Feature #474): *85*
Friendly reception (Feature #438): *82*
FTP server information: *97*
FTP server list: *101*

H

HTTPD (Feature #534): *92*

I

Input tray setting
  Copy (Feature #460): *85*
  Fax (Feature #440): *82*
  Lists and reports (Feature #390): *77*
  PCL (Feature #760): *87*
  USB (Feature #669): *94*
Internet Fax: *66*
  Broadcast: *67*
  Delivery notice (Feature #426): *81*
  Direct SMTP (Feature #425): *81*
  POP timer setting (Feature #428): *81*
  Receiving: *67*
  Sending: *66*
IP address (Feature #501): *91*
IP filtering (Feature #532): *92*
IPv6 protocol (Feature #535): *92*

J

Jams
  Document: *129*
  Recording paper: *125*
Japan postcard: *39*
Job end notification (Feature #174): *74*
Journal on web (Feature #569): *92*
Journal report (Feature #402): *58*, *79*, *101*
Junk fax prohibitor: *63*

L

Label: *37*
LAN features: *91*
LAN mode (Feature #580): *93*
Line per page (Feature #767): *88*
Logo (Feature #102): *24*
Lower input tray (optional): *105*

M

MAC address (Feature #508): *91*
Machine name (Feature #507): *91*
Maintenance time (Feature #158): *74*
Manual answer mode (Feature #404): *79*
Manual tray/multi-purpose tray: *32*
Margin hold (Feature #475): *86*
Maximum fax speed (Feature #418): *80*
Memory reception alert (Feature #437): *82*
Mode restriction
  Activating (Feature #154): *103*
  Administrator code (Feature #151): *73*
  Counter view (Feature #479): *103*
  Department code: *103*
Mode timer (Feature #464): *78*
Multi-Function Station software
  Activating: *27*
  Installing: *25*
  Uninstalling: *26*
Mutual A4/letter print (Feature #776): *89*

N

Network features: *96*
Network status (Feature #526): *114*

O

OCR software: *42*
Overseas mode (Feature #411): *80*

P

Page layout hold (Feature #467): *85*
Paper input tray: *29*
Paper size
  Lower input tray (Feature #382): *77*
  Manual tray/multi-purpose tray (Feature #381): *76*
  Standard input tray (Feature #380): *76*
Paper type
  Lower input tray (Feature #385): *77*
  Manual tray/multi-purpose tray (Feature #384): *77*
  Standard input tray (Feature #383): *77*
Password (Feature #155): *73*
PC fax reception (Feature #443): *65*
PC fax setting (Feature #442): *83*
PC print features: *87*
PCL
  A4 wide printing (Feature #766): *87*
  Font number (Feature #769): *88*
  Font pitch/point (Feature #770): *88*
  Font source (Feature #768): *88*
  Image reduction (Feature #764): *87*
  Input tray (Feature #760): *87*
  Line breaks (Feature #772): *88*
  Line per page (Feature #767): *88*
  Number of copies (Feature #762): *87*
  Paper size (Feature #763): *87*
  Recording paper direction (Feature #765): *87*
  Symbol set (Feature #771): *88*
PCL font list: *101*
Polling: *63*
Power failure: *123*
Power save (Feature #403): *78*
Power switch: *22*
Print
  Duplex: *37*
  Special media: *37*
  USB memory device: *40*
Printer test: *101*
Programming: *72*
Pull scan: *44*
  Scan application: *44*
  Viewer: *44*
Push scan: *42*

Q

Quick scan: *58*
Quick scan mode (Feature #419): *80*

R

Recall time (Feature #121): *72*
Receiving faxes
  All erase (Feature #458): *83*
  Automatically: *60*
  Computer: *65*
  Manually: *61*
  Web browser: *65*
Recording paper: *29*
Recording paper size: *138*
Redialling: *57*, *58*
Reports
  Address: *101*
  Broadcast: *101*
  Caller ID: *75*, *101*
  Count number: *104*
  FTP server: *101*
  Internet fax: *108*
  Journal: *58*, *79*, *101*, *107*
  Power down: *123*
  Printer test: *101*
  Sending: *58*, *79*, *107*
  Setup: *101*
  SMB folder: *101*
Reset all features (Feature #159): *74*
Reset fax features (Feature #459): *84*
Resolution: *45*, *57*
Ring count
  FAX ONLY (Feature #210): *75*
  Silent fax (Feature #436): *82*
  TEL/FAX (Feature #212): *79*
Ring pattern for Distinctive Ring (Feature #431): *81*
Ringer pattern (Feature #161): *74*

S

Scale selection (Feature #147): *73*
Scan features: *90*
Scan mode (Feature #493): *90*
Scan parameter hold (Feature #494): *90*
Scanner glass: *35*, *57*
Sending faxes
  Address book: *57*
  Broadcast: *58*
  Computer document: *64*
  From memory: *58*
  Manually: *57*
Sending report (Feature #401): *58*, *79*
Set fax default (Feature #459): *84*
Setup list: *101*
SMB folder information: *97*
SMB folder list: *101*
Storing
  Address book: *55*
  Broadcast: *55*
  Caller information: *69*
Subnet mask (Feature #502): *91*

T

TEL mode: *61*
TEL/FAX mode: *60*, *61*
Time adjustment (Feature #226): *75*
Toner cartridge: *18*
Toner cartridge life: *141*
Toner save (Feature #482): *20*, *78*

U

USB memory device: *40*, *104*
USB print
  Continuous (Feature #665): *94*
  Display sort setting (Feature #672): *95*
  Duplex (Feature #664): *94*
  Input tray (Feature #669): *94*
  N in 1 page border (Feature #663): *94*
  N in 1 setting (Feature #662): *94*
  Number of copies (Feature #660): *94*
  Recording paper orientation (Feature #661): *94*

V

Volume: *23*

W

Web fax preview access code (Feature #450): *83*
WINS server #1 (Feature #538): *92*
WINS server #2 (Feature #539): *92*

Z

Zoom hold (Feature #468): *85*